

NOW INTERVIEWING: Part-time Contract (Cape Town in-person only)

Writer & social media guru

We are a tiny value-driven content agency looking for that special fit with a genuine-hearted, versatile and career-focused writer with solid experience in social media management. Versatility, passion and the ability to get along with others are essential. Come and unleash your potential with us! 🚀

Minimum requirements:

1. At least 5 years proven experience.
2. Creative thinker, fantastic writer, metaphor machine.
3. Adaptable to different writing styles, ability to structure information, language skills.
4. Experienced in managing social media pages and Google Ads.
5. Super hardworking, focussed & committed to career.
6. Ability to follow instructions *and* the guts to innovate where you see possibilities.
7. Team player looking to be part of something.
8. You must be interested in and available for a possible full-time contract.

In addition, you must be:

- » A ferocious reader & consumer of information, interested in our world, into media.
- » Into social justice 🗣️👊 and a genuine love for humanity in all its diversity 🌈
- » Able to think strategically, frame & structure information for better understanding.
- » Able to do Wordpress content management tasks, knowlegde of Yoast a major plus.
- » Totally passionate about digital technologies and the world wide web.
- » Able to extract messaging from text or a brief and come up with communication concepts.
- » Reliable & timeous.
- » Flexible & versatile, enthusiastic, hungry to learn, not afraid of a challenge.

- » Able to work under pressure.
- » Available to work long hours & overtime at very short notice.
- » Interested in popular culture & current affairs.
- » A Cape Town resident & South African citizen.
- » Able to provide verifiable references.

Further competencies required

- » Excellent written English (any other SA languages a major plus).
- » Expert in management tools for X, Facebook, LinkedIn, Instagram. Google Ads.
- » Working knowledge of Wordpress and writing for SEO.
- » Other platforms/software: Mac OS & Mail, Grammarly, ChatGPT, Yoast, Word, Powerpoint, Excel, Wordpress, Asana, MailChimp, Dropbox, Google Docs, Google Sheets, Numbers, the world wide web!
- » Social media & communications expertise.

Day-to-day tasks

- » Research and write long and short pieces for a variety of outputs.
- » Structure publication & website content.
- » Assist with social media strategies & planning.
- » Manage social media pages on X, Facebook, LinkedIn, Instagram.
- » Manage campaigns on Google Ads, X, Facebook, LinkedIn, Instagram.
- » Manage website content on Wordpress.
- » Optimising task processes.



- » Researching concepts and coming up with ideas.
- » Collaborating and brainstorming with other creatives.
- » Follow tasks & liaise with team in Asana.
- » Follow instructions of creative director, liaise with clients, parttake in team activities.
- » Any other tasks related to the operational health of the business.

Terms

- » Three month part-time contract after initial test period.
- » Work is mostly on-site in Muizenberg, we have equipment. Own laptop a plus.
- » 10-30 hours per month @ R350/hr.
- » Start date: ASAP
- » Must be available for possible full-time contract.

We are committed to staff development & fair pay for the value you bring. After an initial one-year contract, a permanent position with appropriate salary adjustment might be offered to you.

To apply, send:

1. 1-2 page CV
2. At least two contactable references.
3. Appropriate samples of your writing.
4. Links to pages you manage.
5. A paragraph each on:
 - a. Why you want to work with us.
 - b. Why you are the right person for the job.

Email: jobs@theearthisround.co.za

Deadline: 6pm Wed 20 March 2024

If you haven't heard back from us by 1 April 2024, we have gone a different way.



+27834206079
jobs@theearthisround.co.za
theearthisround.co.za

The Atrium, First Floor, Hilcote House
152 Main Road, Muizenberg
Cape Town, 7974

the earth is round is a tiny African agency specialising in branding, communication & content creation for organisations working for the greater good of society and our planet.

We genuinely care about our clients and one another, we are reliable and have loads of experience in the social justice space – as well as in the field of communication.

All of our clients found us through word-of-mouth. We guarantee professional results.

Vision

To do work that strengthens dignity & peace in this world and reduces suffering.

Mission

To serve social & environmental justice NPOs with excellent, fit-for-purpose design, branding & content creation.

Goals

- To be an outstanding full service agency for organisations that work for an sustainable, equitable & dignified future for all on this planet.
- To do excellent communications work which stands out in a crowded visual world.

Values

- Commitment.
- Better work always.
- Thoughtful engagement.
- Responsibility for ourselves.
- Collaboration.
- Generosity.
- Transparency.
- Decent work & livelihoods.
- Love & care for our work, ourselves, for one another, our society & planet.

We actually, seriously, genuinely believe in human rights & environmental justice – and hold the principles of liberal democracy & The Universal Declaration of Human Rights in our hearts. Eroded as these ideals might be by rampant capitalism & unchecked power, we hold – with optimistic realism – the flame for human dignity and a sane society. Our greatest inspiration is the countless people who stand up to the abuse of power and fight for human dignity and a caring society – past, present & future.

Outputs include:

- Logo design
- Branding
- Website design & development
- Publication design (online, epub & print)
- Communication strategy & planning
- Information structuring
- Writing, proofreading & editing
- Explainer videos
- UX & UI design
- App design & development (native & PWA)
- Social media management

Some of the actual items we create:

brands, ideas, campaigns, communication strategies & plans, social media strategies & plans, websites, leaflets, posters, apps, reports, animation, banners, motion graphics, exhibitions, books, ebooks, logos, email signatures, email newsletters, letterheads, forms, complex & simple websites, apps, brand manuals, fact sheets, infographics, illustrations, manuals, icons, binders, signage, medals, t-shirts and other branded clothing, video editing, scripts, story boards, Powerpoint templates, written material, printed items.



+27834206079
jobs@theearthisround.co.za
theearthisround.co.za

The Atrium, First Floor, Hilcote House
152 Main Road, Muizenberg
Cape Town, 7974