

OUT Wishes to Fill the Position of: Communication Officer

OUT Lesbian/Gay/Bisexual/Transgender (LGBT) Well-Being is a progressive Non-Governmental Organisation working towards ensuring the rights of LGBT people and the provision of appropriate services. OUT is based in Pretoria and North West Province and provides direct services, conduct research and have mainstreaming and advocacy programmes. OUT wishes to fill the following position starting 1 April 2010:

A Communication Officer responsible and overseeing multiple marketing/communications projects. The successful candidate will be responsible for:

- Database management
- Graphic design and creative input
- Web design and management
- Co-coordinating and evaluating marketing strategies
- Liaise with other marketing specialists

This is a permanent position requiring the following knowledge and experience:

- 3-5 marketing/design experience or equivalent post matric qualifications
- Experience with online Content management Systems, like DotNetNuke or similar
- Basic HTML skills
- Database management experience
- Knowledge of basic graphic applications
- Good writing skills(English)

Applications should be faxed to 012-3422700 or e-mail to administrator@out.org.za .Closing date for applications is 5 March 2010 @ 12:00 noon and more details can be obtained from Lizette Stassen, (Office Manager). Only shortlisted candidates will be contacted for interviews.