



# INTERNSHIP POSITION

**POSITION:** Events and Communications Intern (Contract and Telecommuting)  
12 months (Bedfordview, Johannesburg or Telecommuting)

## Job Summary

The **Events and Communications Intern** will learn to assess and conceptualise AFSA's needs for a variety of meetings, conferences, and events, and make all arrangements necessary to achieve the desired outcomes.

## Duties/Responsibilities

- Plan, host manage and execute all administrative duties and details associated with the event including financial operations, distribution of promotional materials, marketing campaigns and responding to enquiries.
- Consult with Members to assess and understand their needs for the event; areas of discussion and consultation may include staffing, meeting rooms, conference and exhibition halls, hospitality suites, hotel accommodation, catering, signage, programmes, entertainment, security, display areas, marketing and other specialised requirements.
- Develop and maintains relationships with Members and other external stakeholders including service providers, media agencies etc.
- Maintain current knowledge of marketing standards and trends by attending seminars, consulting with other professionals, and reading trade publications.
- Organize and contribute in a cost-efficient way to the marketing strategy in support of AFSA's vision and strategy.
- Access Company social media accounts to highlight flagship events utilising carefully crafted write-ups, photos & testimonials.
- Develop and distribute print and electronic materials/brochures such as e-newsletters and press releases to internal and external stakeholders.
- Perform other related duties as assigned.

## Required Skills/Abilities

- Excellent verbal and written English communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organisational skills and meticulous attention to detail with the ability to manage multiple tasks simultaneously.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to prioritise tasks and to delegate them when appropriate.
- Extensive knowledge of event planning, coordination, marketing and publicising events.
- Proficient with Microsoft Office Suite or related events management software.
- Proficiency with Adobe Creative Cloud an advantage.

## Education & Experience

- Honours Degree/BTech (Events Management, Tourism and Hospitality Management/Public Relations/Corporate Communications or Marketing Management).
- 0-3 years of experience in customer service, retail, event planning, or a related field.
- Location: Bedfordview, Gauteng or Remotely.
- **Not have previously participated in an Internship Programme.**

**Closing Date: 25 September 2020**

**Applications should be forwarded to [training@afsa.org.za](mailto:training@afsa.org.za)**

- Cover letter
- CV
- Copy of South African ID (Open to SA Citizens Only)
- Copy of Matric Certificate
- Copy of Degree Certificate
- Copy Academic Record

**AFSA reserves the right not to appoint and only shortlisted candidates will be contacted.**

