



## Vacancy Announcement: Intern

**Location: Cape Town-based; candidate must reside in Cape Town**

### ***One year fixed term contract***

Wordworks is a South African non-profit organisation that focuses on early language and literacy development in the first eight years of children's lives. Since 2005, we have worked in under-resourced communities with those adults best positioned to impact on young children's language and literacy development. Wordworks offers training, resources and support for partners across the country who wish to use our early language and literacy programmes in their own networks. The organisation is also part of a number of multi-stakeholder projects promoting early literacy. Wordworks is driven by its vision of *"A world where all young children have quality early learning experiences so that they develop holistically and grow to their full potential"*.

Wordworks is seeking to appoint an intern to support its work in a few areas. The Internship Programme in Wordworks aims to offer work opportunities to recent graduates to support them in gaining work-based experience and in developing the skills for sound performance in the workplace.

### **Purpose of the role**

The intern's role will be to support the

- **Special Projects Cluster** in the organisation - with emphasis on supporting the online courses Wordworks offers to the ECD sector, using the Moodle Learning Management System (LMS); and the development of the new website
- **Communications Unit** - support the Communications Manager with social media, responding to public queries, events, newsletters and content (including audio visual) administration
- **Director** - provide administrative and resource mobilisation support.

### **A. Support the Special Projects Cluster**

The Special Projects' cluster in Wordworks plans and executes projects from initiation, through pilot and review and ensures systematic take up. By working closely with the Special Projects Lead, project managers and programme officer, the intern will learn first-hand the value of, and the skills and tools required for careful project management, learning and reflection cycles, while ensuring on-time, quality delivery within budget.

The intern will focus on the following initiatives:

#### **(a) Little Stars Online**

- Support the team in managing the administration related to online course intakes (registration, onboarding, communities of practice, certification)
- Provide course participants with ongoing platform support
- Assist with the planning and logistics of meetings, or workshops, providing technology support, and report writing
- Obtain data from the backend of the LMS.

#### **(b) Get it Done - Little Stars Programme for ECDs (LMS component)**

- Support the Communications manager with the production of the audio recordings for embedding into the LMS.
- Assist with the planning and logistics of any meetings, providing technology support, and report writing.

### (c) Wordworks Website Redesign

- Support the Programmes Officer (Special Projects) to manage the administration related to website design and development, file preparation, site testing, and stakeholder communication.

### (d) General

- Provide administrative support to special projects with emphasis on the learning management systems.
- Carry out any other additional duties and responsibilities that may be assigned by the Special Projects Lead.

### B. Support the Communications Unit

- Assist with content development, uploading social media (SM) content and monitoring the SM platforms
- Assist with monitoring and responding to the organisation's information account
- Assist with planning for all Communications advocacy events, and the production and dissemination of newsletters
- Ensure information is saved on the Communications and Audio & Video folders on Wordworks' Data server in clearly organised sub-folders.

### C. Support the Director

- Assist the Director with diary management, administration, desktop research and follow up with respect to resource mobilisation.

### Support the intern could expect at Wordworks:

- A detailed Induction Programme.
- Managerial supervision (reporting into the Head of Programmes) with clear task briefs, timelines, and regular guidance and feedback.
- On the job training and the opportunity to learn from experienced colleagues to support delivery.
- The opportunity to participate in the organisational life of Wordworks, with exposure to our early learning programmes, resources, training and implementation.

### Key competencies and behaviours expected

- Highly organised.
- Clear communicator and willing to work collaboratively.
- Able to build and maintain excellent working relationships with colleagues and external stakeholders.
- A positive, friendly and professional attitude.
- Able to work respectfully with people from different backgrounds.

### Essential requirements

- Bachelor's degree or diploma in Communications & Marketing, Public Administration, Social Sciences, Development Studies or similar
- Good written communication skills in English, including the ability to tailor writing for different audiences
- Familiarity with Learning Management Systems (LMS).
- Proactive, conscientious and accountable.

### Desirable

- Good IT skills, including knowledge of the GSuite and MS Office Suite.
- Reading, writing and speaking fluency in an African language.
- Experience of working on projects.
- Ability to do desktop research.

### Applications

All applications **MUST BE SUBMITTED on this [APPLICATION FORM](#)**. Please click on the application form [link](#) to complete the application and submit your **3-page CV and a 1-page motivation letter by 16 June 2024**.

We will only communicate with shortlisted candidates, and if you do not hear from us within 2 weeks after the closing date, kindly consider your application unsuccessful. Please visit [our website](#) for more information on the organisation.