

WildTrust (In Partnership with Nedbank): YES Programme 2025

Description

WildTrust is seeking a passionate and dedicated Project Coordinator to join our team and drive the successful implementation of the YES Programme in partnership with Nedbank. The Project Coordinator will play a crucial role in overseeing the day-to-day operations of the programme, ensuring alignment with project goals, and facilitating a positive and impactful experience for participating youth.

Responsibilities

- **Programme Management:** Lead the planning, execution, and monitoring of the YES Programme, ensuring adherence to project timelines and objectives.
- **Stakeholder Engagement:** Collaborate with internal teams, external partners, and relevant stakeholders to foster strong relationships and support the overall success of the programme.
- **Participant Support:** Provide guidance and support to programme participants, addressing their needs and ensuring a positive experience throughout their involvement.
- **Monitoring and Evaluation:** Implement robust monitoring and evaluation mechanisms to assess the impact and effectiveness of the programme, making data-driven recommendations for continuous improvement.
- **Reporting:** Prepare regular reports for both internal and external stakeholders, highlighting key achievements, challenges, and future plans.

Qualifications

- Bachelor's degree in a relevant field (environmental science, project management, or related discipline).
- Proven experience in project coordination, preferably in environmental or conservation projects.
- Strong organizational and communication skills, with the ability to work effectively in a collaborative team environment.
- Passion for environmental conservation and a commitment to youth empowerment and development.
- Ability to multitask, problem-solve, and adapt to changing circumstances.
- Previous experience in working with youth development or employment programmes is advantageous.

Job Benefits

1. **Competitive Salary:**
 - WildTrust offers a competitive salary package commensurate with experience and qualifications.
2. **Health and Wellness:**
 - Comprehensive health insurance coverage to ensure the well-being of employees.
3. **Professional Development:**

Hiring organization

WildTrust

Employment Type

Intern

Duration of employment

3 Months

Industry

Non-profit Organizations

Job Location

Pietermaritzburg, KwaZulu-Natal,
South Africa, 3200,
Pietermaritzburg, KwaZulu-Natal,
South Africa

Working Hours

09

Date posted

December 7, 2024

Valid through

22.01.2028

- Opportunities for continuous learning and professional development through workshops, training programs, and conferences.
- 4. **Work-Life Balance:**
 - Flexible work schedules and telecommuting options to support a healthy work-life balance.
- 5. **Environmental Impact:**
 - The chance to be part of a team that is making a meaningful impact on environmental conservation and sustainability.
- 6. **Collaborative Culture:**
 - A collaborative and inclusive work environment that encourages teamwork, creativity, and innovation.
- 7. **Employee Assistance Program (EAP):**
 - Access to counseling and support services to assist with personal or work-related challenges.
- 8. **Community Engagement:**
 - Opportunities to engage in community outreach and environmental education initiatives.
- 9. **Networking Opportunities:**
 - Exposure to a wide network of professionals and organizations within the conservation and environmental sector.
- 10. **Employee Recognition:**
 - Recognition programs and awards for outstanding performance and contributions.

Contacts

1. **Prepare Your Documents:**
 - Update your resume to reflect your relevant qualifications and experience.
 - Write a cover letter highlighting your interest in the position and detailing how your skills and experience align with the responsibilities outlined in the job description.
2. **Email Application:**
 - Address your email to the specified contact person or department (if provided in the job description).
 - Use the subject line "Application for Project Coordinator – YES Programme."
3. **Attach Documents:**
 - Attach your updated resume and cover letter to the email.
 - Ensure that your documents are in a common format (e.g., PDF or Word).
4. **Personalize Your Email:**
 - In the body of the email, briefly introduce yourself and express your enthusiasm for the position.
 - Mention where you found the job posting and any relevant information requested in the job description.
5. **Submit by Deadline:**
 - Be mindful of the application deadline mentioned in the job description.
 - Submit your application before the specified deadline to ensure consideration.
6. **Confirmation of Receipt:**
 - If possible, request a confirmation of receipt to ensure that your application has been successfully received.