



**EDGARLEGOALE**  
*foundation*

32 BUITEN STREET, PARYS, 9585

Cell Number: 0822872290, E-mail: [nthabiseng@edgarlegoale.com](mailto:nthabiseng@edgarlegoale.com) Fax: 0867679645, [www.edgarlegoale.com](http://www.edgarlegoale.com)

**NPO NUMBER: 227-671 , NPC NUMBER: 2018/090266/08 , PBO NUMBER: 930069973**

## **Communications Intern (6-Month Programme)**

Posted: 09 May 2026

Location: Parys, Free State, South Africa

Type: Full-Time, Fixed Term (6 Months)

Stipend: R8 000 per month

Closing Date: 15 May 2026

### **About the Edgar Legoale Foundation**

The Edgar Legoale Foundation is a youth-focused, community-driven non-profit organisation dedicated to uplifting communities through education, sport, tourism, arts and culture, and small business empowerment. Our initiatives, including the Ngwathe Easter Experience and various community development programmes—aim to unlock opportunities for young people while strengthening local economic and social ecosystems.

### **Purpose of the Role**

We are seeking a highly motivated and proactive Communications Intern to join our team for a six-month internship. Reporting to Foundation Manager Nthabiseng Molejane, you will help craft our public narrative by supporting communications and media relations activities across projects and events.

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## **Key Responsibilities**

- Draft compelling social media content, press releases, and newsletters in line with our brand and mission.
- Assist with media monitoring, tracking coverage, and compiling basic reports.
- Collaborate with the events team to ensure consistent messaging and branding across all channels.
- Contribute to the creation of visual content (posters, infographics) using tools like Canva; familiarity with Adobe Suite is a plus.
- Support the production of short-form video clips for social media platforms (editing and basic videography where needed).
- Help manage and organise digital assets, marketing materials, and communications schedules.
- Provide general administrative support, including maintaining databases, scheduling, and responding to media inquiries.

## **Required Skills and Qualifications**

- Education: NQF Level 7 qualification (or currently completing) in Communications, Journalism, Media Studies, Design, Social Sciences, or related field.
- Excellent written and verbal communication skills in English, with the ability to produce clear, accurate and engaging copy.

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- Working knowledge of social media platforms (Facebook, X, Instagram, LinkedIn, TikTok) and how to tailor content for different audiences.
- Basic graphic design skills; proficiency in Canva required. Experience with Adobe Suite (Photoshop, InDesign, Premiere Pro) would be advantageous.
- Familiarity with basic video editing (e.g., trimming clips, adding captions) for social media use.
- Strong organisational skills and ability to manage multiple tasks while maintaining attention to detail.
- A collaborative spirit—comfortable taking feedback and working in a team.
- Demonstrated interest in foundation work, youth development, or community projects.
- Fluency in English (fluency in additional South African languages is beneficial).

### **How to Apply**

To apply, send your CV, copies of your qualifications, and a motivation letter to [opportunities@edgarlegoale.com](mailto:opportunities@edgarlegoale.com). Please ensure that all required documents are attached. Only complete applications received by 15 May 2026 will be considered.

For enquiries (**not applications**), contact:

Penny Tshabalala – [penny@edgarlegoale.com](mailto:penny@edgarlegoale.com)

Phone: 065 894 3842

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We look forward to welcoming a passionate communicator ready to make a difference.

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