



<https://bundi.co.za/job/events-coordinator-and-social-media-editor/>

Events Coordinator and Social Media Editor

Job Location

Cape Town, South Africa

POSITION OVERVIEW:

We are seeking a passionate, organised, and people-focused Events & Marketing Coordinator to plan and deliver meaningful events across three core areas:

- Tourism and tour-operator-based events and experiences

1. Bundi Adventures -> www.bundi.co.za
2. The River Rafters -> www.riverrafters.co.za
3. Bundi Overland & safaris -> www.bundicharters.com

- Mental illness, supporting individuals living with mental illness

1. Hope House Trust -> www.hopehousetrust.co.za

- Web design and media editorial / social media

1. Jarwa web design -> www.jarwa.co.za

This role is ideal for someone who thrives on bringing people together, values purpose-driven work, and can comfortably balance empathy with strong logistical and operational skills. The Events Coordinator will work closely with internal teams, external partners, vendors, and community stakeholders to ensure events are inclusive, engaging, and professionally executed.

KEY RESPONSIBILITIES:

Tourism/ Tour Operator Activities

- Plan and manage tourism-related events, tours, and experiences from concept through delivery
- Coordinate logistics including venues, transport, accommodation, schedules, suppliers, and on-site operations
- Liaise with camp management team to ensure high-quality visitor experiences
- Support seasonal programs, group tours, promotional events and adventure experiences
- Assist with itinerary planning, guest communications and on-the-day event coordination
- Handle enquiries, bookings, confirmations, schedules and logistics with attention to detail
- Assist with promotions, communications and event marketing where needed
- Liaise with clients, suppliers, tour operators and accommodation providers

Mental Health Focus – Charity & Community Events

Employment Type

Full-time

TO APPLY:

Download & complete the Application Form.

Email your completed form together with your CV to hr@bundi.co.za

Date posted

28th January 2026

- Plan, coordinate, and deliver charity events that promote mental health awareness, inclusion and community connection
- Work sensitively with mental health organizations, advocates and directly with participants living with mental health challenges. Demonstrating patience, empathy, and understanding to ensure events are safe, respectful, and welcoming
- Develop and manage event budgets, timelines, and schedules while supporting fundraising events, awareness campaigns, workshops, and community outreach initiatives.
- Source and coordinate venue bookings, catering, entertainment and logistics
- Ensure event environments are supportive, inclusive, and aligned with mental-health-informed practices
- Oversee digital marketing campaigns across social media and email, managing invitations, guest lists, registrations, and event communications.
- Coordinate volunteers and support staff for charity events
- Oversee event setup, delivery, and pack-down as the main on-site coordinator, while obtaining and managing city, safety, and event permits
- Manage donor and sponsor relationships before, during, and after events, ensuring strong engagement and long-term support
- Gather feedback, assess event outcomes versus goals and budgets, and prepare reports with improvement suggestions.

Web Design and Social media

- Assist with social media posting, account management, and monitoring
- Help prepare, capture and/or source images and content for online use
- Create engaging social media content, including posts, visuals, and short-form videos (Reels)

REQUIRED SKILLS AND ABILITIES:

- Strong organisational, negotiating and time-management skills with attention to detail
- Excellent communication, customer service and interpersonal skills
- Strong problem-solving and decision-making skills, with the ability to work under pressure.
- Ability to work compassionately with diverse communities, including individuals experiencing mental health challenges
- Strong planning, coordination and multitasking abilities
- A positive, professional attitude with a service-oriented mindset
- Compassionate and patient when working directly with people living with mental health challenges
- Comfortable working independently as well as part of a team
- Adaptable, flexible, and willing to work occasional evenings or weekends as required by events
- Previous experience in tourism, events, hospitality, or bookings
- Enjoy coordinating charity and tourism events

QUALIFICATIONS AND EXPERIENCE:

- 3–5 years of experience in event coordination, tourism, hospitality, charity/community services, or related fields; or has expressed vast interest in event coordination at School/University/your company
- Valid driver's license
- Previous experience in event coordination, tourism, hospitality, community programs, or related fields – please state clearly on your application form

- Experience working with charities, non-profits, or community organizations is highly valued
- Background or exposure to mental health-focused work is highly advantageous

REMUNERATION/PACKAGE COMPONENTS:

Total Compensation: Includes basic salary, performance bonuses, company car incentive and sometimes overtime pay

Events & Social Media Editor: we offer between R15K – R30K per month, depending on influencing factors like:

- The biggest factor: Growth mindset – why you?
- Experience: The big factor, with salary doubling from entry to senior level.
- Skillset: Events organizing experience, proficiency in video editing, graphic design and content strategy can lead to higher pay.