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City of Johannesburg: Communications and Marketing Internships 2025 New Hiring

Description

The City of Johannesburg is offering exciting opportunities for Communications and Marketing Internships. This program is designed for individuals who are passionate about communications, marketing, and public relations and are eager to gain practical experience in a dynamic municipal setting. As a Communications and Marketing Intern, you will have the chance to contribute to impactful campaigns, engage with the community, and develop essential skills in a fast-paced environment.

Responsibilities

- **Content Creation:** Assist in the development of engaging content for various communication channels, including social media, newsletters, and press releases.
- **Media Relations:** Support the communications team in building and maintaining relationships with media outlets, responding to inquiries, and facilitating interviews.
- **Event Coordination:** Contribute to the planning and execution of events, from concept development to post-event evaluation.
- **Digital Marketing:** Assist in managing digital marketing initiatives, including social media campaigns and website content updates.
- **Community Engagement:** Engage with the community through various channels to gather feedback, address concerns, and promote municipal initiatives.
- **Market Research:** Conduct research on industry trends, best practices, and competitor activities to inform communication and marketing strategies.
- **Administrative Support:** Provide general administrative support to the communications and marketing team, including data entry, filing, and coordination of meetings.

Qualifications

- Currently enrolled in a relevant degree program in Communications, Marketing, Public Relations, or a related field.
- Strong written and verbal communication skills.
- Familiarity with social media platforms and digital marketing concepts.
- Creative mindset with the ability to think outside the box.
- Proactive attitude and ability to work well in a collaborative team environment.
- Basic knowledge of graphic design tools and video editing is a plus.

Job Benefits

- Hands-on experience in a dynamic municipal environment.
- Mentorship and guidance from experienced professionals.
- Networking opportunities within the communications and marketing industry.

Hiring organization

City of Johannesburg

Employment Type

Intern

Duration of employment

3 Months

Industry

Government Administration

Job Location

Johannesburg, Gauteng, South Africa, 2000, Johannesburg, Gauteng, South Africa

Working Hours

09

Date posted

April 17, 2025

Valid through

16.01.2028

- Potential for future career opportunities within the City of Johannesburg.

Contacts

Step 1: Prepare Your Application Materials

- **Resume:** Include a comprehensive resume that highlights your educational background, relevant skills, work experience, and any extracurricular activities.
- **Cover Letter:** Craft a compelling cover letter that outlines your motivation for applying, key qualifications, and what you hope to gain from the internship experience.
- **Work Sample (Optional):** If applicable, provide a sample of your work, such as a writing sample, graphic design project, or any other relevant material that showcases your skills.

Step 2: Submit Your Application

- **Email Address:** Send your application materials.
- **Subject Line:** Clearly indicate "Communications and Marketing Internship Application" in the subject line of your email.
- **Deadline:** Ensure that your application is submitted by [insert deadline]. Late applications will not be considered.

Step 3: Application Review

- **Selection Process:** Our hiring team will carefully review all applications to assess qualifications, skills, and suitability for the internship program.
- **Shortlisting:** Shortlisted candidates will be contacted for the next stage of the application process.

Step 4: Interview Process

- **Interview Invitation:** Shortlisted candidates will be invited for an interview to further discuss their qualifications, experiences, and career aspirations.
- **Interview Format:** The interview may be conducted in person or virtually, depending on circumstances.

Step 5: Notification of Results

- **Offer of Internship:** Successful candidates will be notified of their selection and provided with details regarding the internship offer.
- **Regret Communication:** Unfortunately, due to the volume of applications, we may not be able to provide individual feedback to all applicants. Those not selected will be informed of the outcome.