

JOB VACANCY

INTERN: MARKETING, COMMUNICATIONS & MEMBERSHIP

Location: Batseta Offices, Waterfall Park, Midrand, Gauteng

Duration: 12 Months

PURPOSE OF THE ROLE

Batseta wants to appoint an intern for a period of 12 months in an effort to assist unemployed graduates with acquiring practical skills and competencies within the retirement fund industry environment.

The successful candidate will obtain practical experience across **Membership, Marketing, Communications and Events**, gaining exposure to Batseta's stakeholders, members and the broader retirement fund industry.

KEY RESPONSIBILITIES

1. MEMBERSHIP SUPPORT – FIRST QUARTER

During the first quarter of the internship, the successful candidate will provide dedicated support to the Membership function. This will be an integral part of the internship and will provide the intern with an understanding of Batseta's membership base, member needs and stakeholder environment.

Responsibilities will include:

- Assisting with membership administration and member-related queries.
- Supporting the maintenance and updating of membership records and databases.
- Assisting with member communication and engagement initiatives.
- Supporting membership recruitment, retention and awareness activities.
- Assisting with member correspondence, communication and follow-ups.
- Supporting the Membership team with administrative and reporting requirements.
- Assisting with research and initiatives aimed at improving the member experience.
- Developing an understanding of Batseta's membership offering and the needs of its members.

2. MARKETING & COMMUNICATIONS

Following the first quarter, the intern will support the Marketing and Communications function, including:

- Raising awareness of Batseta events, including seminars, conferences, webinars and tutorials, through email, bulk mailing and social media.
- Assisting with arrangements for Batseta events.
- Managing and updating website content.
- Assisting with the development and execution of effective communication strategies to optimise Batseta's exposure through internal and external media platforms.
- Assisting with building the Batseta brand.
- Assisting with identifying and exploring new marketing opportunities.
- Developing effective relationships with Batseta stakeholders.
- Assisting with identifying and managing website advertising opportunities.
- Writing and designing content for product- and event-related information, including invitations, brochures, introductory letters and other marketing collateral.
- Providing general administrative and operational support to the Marketing and Communications team.

3. CONFERENCE & EVENTS EXPOSURE

As part of the internship, the successful candidate will gain practical experience in the planning and delivery of Batseta's conferences and events.

Responsibilities may include:

- Assisting with delegate and stakeholder communication.
- Supporting event registration and administration.
- Assisting with event logistics and coordination.
- Supporting marketing and promotional activities.
- Assisting with conference collateral and branding.
- Providing on-site support during conferences and events.
- Assisting with post-event communication and reporting.

This exposure will allow the intern to apply the knowledge and skills gained during the first quarter across Batseta's broader Marketing, Communications and Events environment.

REQUIREMENTS

Batseta is looking for an unemployed graduate who wishes to gain workplace experience within the retirement fund industry.

The successful candidate should have:

- A relevant qualification in **Corporate Communication, Marketing, Public Relations, Digital/Social Media or a related field.**
- Excellent verbal and written communication skills.
- Knowledge of web and social media platforms.
- Good organisational and administrative skills.
- An interest in marketing, communications, membership and events.
- The ability to work effectively in a team and engage with different stakeholders.
- Strong attention to detail and a willingness to learn.

- PowerPoint, Word and Excel experience will be advantageous and will be considered when selecting the best applicant.

WHAT THE INTERN WILL GAIN

The successful candidate will gain practical exposure and experience across:

Membership | Marketing | Communications | Stakeholder Engagement | Events | Conferences | Retirement Funds

The internship will provide an opportunity to develop practical workplace skills while gaining valuable insight into the retirement fund industry and Batseta's role within the sector.

HOW TO APPLY

Please submit your CV via email to:

Lucretia Mosing

Email: info@batseta.org.za

Tel: 011 805 6340

CLOSING DATE: 21 August 2026