

WalkWizely Media

Hiring / WalkWizely Media Job Post

DIGITAL MEDIA PRODUCTION & CONTENT MANAGER

Part-Time | 3–4 Days Per Week | Competitive Remuneration

About the Role

WalkWizely Media is looking for a creative, organised and highly reliable **Digital Media Production & Content Manager** to help manage and grow our expanding digital media platforms.

The successful candidate will work closely with the founder to turn original articles, podcast recordings and supplied video content into professionally edited, published and distributed digital media. The role covers WalkWizely, WalkWizely Podcast, ClipShor, ClipShorZA and UCModel.org.

Core Responsibilities

WalkWizely.com

- Publish 2 articles per week supplied by the founder.
- Format articles professionally in WordPress, including images, categories and tags.
- Apply basic SEO and create supporting social-media posts.

WalkWizely Podcast

- Prepare and publish 1 long-form podcast episode per week.
- Create thumbnails, titles and descriptions.
- Produce 3 short-form clips from each weekly episode.
- Publish podcast Shorts to YouTube, TikTok and Facebook according to the publishing schedule.

UCModel.org

- Publish 1 article per week supplied by the founder.
- Format and optimise articles in WordPress.
- Add suitable images/graphics and maintain the content library.

ClipShor

ClipShor content will be supplied through ClipVex. The manager will turn supplied content into short-form media and distribute it consistently.

- Organise and edit supplied ClipVex content.
- Produce 2 Shorts per weekday (10 per week).
- Publish to YouTube, TikTok and Facebook.
- Create effective titles/captions and monitor basic performance.

ClipShorZA

ClipShorZA will focus on South African digital culture, conversations, podcasts, controversial discussions, entertainment, drama and significant events.

- Research and identify relevant South African content and trends.

- Find suitable material and repurpose it responsibly in accordance with copyright and platform rules.
- Add meaningful context where appropriate.
- Produce 2 Shorts per weekday (10 per week).
- Publish to YouTube, TikTok and Facebook.

Website & Digital Operations

- Basic WordPress administration and updates.
- Monitor plugins/themes, backups, SSL and website health.
- Check domains, hosting, forms and broken links.
- Maintain content calendars and publishing schedules.
- Monitor basic YouTube, TikTok and Facebook analytics.
- Identify and report technical or security issues to the founder.

Required Skills

- Strong short-form video-editing skills.
- Experience with YouTube, TikTok and Facebook.
- WordPress experience.
- Canva or similar design experience.
- Good written English.
- Strong organisational skills and attention to detail.
- Ability to work independently and meet deadlines.
- Good understanding of social-media trends.

Advantageous Experience

- CapCut, Adobe Premiere Pro or DaVinci Resolve.
- YouTube Studio and social-media analytics.
- SEO and content scheduling.
- WordPress/WooCommerce.
- AI content and production tools.

Working Hours & Weekly Schedule

Part-Time: 3–4 days per week

Approximately 24–32 hours per week, depending on experience and the agreed working arrangement. Consistent weekday availability is required. Some work may be performed remotely, provided the candidate has reliable internet access and the necessary equipment.

Day	WalkWizely	WalkWizely Podcast	UCM	ClipShor	ClipShorZA
Monday	Article #1	Short — 6 PM	—	2 Shorts	2 Shorts
Tuesday	—	Short — 6 PM	—	2 Shorts	2 Shorts
Wednesday	—	Long-form episode — LIVE	Article #1	2 Shorts	2 Shorts
Thursday	Article #2	—	—	2 Shorts	2 Shorts
Friday	—	Short — 6 PM	—	2 Shorts	2 Shorts

Weekly Output

- **WalkWizely.com:** 2 articles per week.
- **WalkWizely Podcast:** 1 long-form episode + 3 Shorts per week.
- **UCModel.org:** 1 article per week.
- **ClipShor:** 10 Shorts per week.
- **ClipShorZA:** 10 Shorts per week.
- **Distribution:** YouTube Shorts, TikTok and Facebook. No Instagram is required for this role.

Working Philosophy

The founder provides the original editorial material for WalkWizely and UCModel.org and records the long-form WalkWizely Podcast. ClipVex supplies content for ClipShor. The Digital Media Production & Content Manager owns the production, packaging, scheduling, publishing and day-to-day digital workflow.

Prepare → Schedule → Publish → Monitor → Repeat.

Who We're Looking For

We are looking for someone creative enough to make content attractive, analytical enough to understand what performs, and organised enough to manage multiple platforms without constant supervision. The ideal candidate can look at a content calendar and know what is due today, what is coming tomorrow and what has already been scheduled.

Compensation

Competitive remuneration based on experience and capability.

The position offers an opportunity to grow with a developing African-focused digital media operation.

How to Apply

Please submit a CV together with examples of previous video editing, social-media or digital-media work. Shortlisted applicants may be asked to complete a practical content-production task.

Contact Us

Email: hello@walkwizely.com

Calls / WhatsApp: +27 76 532 3008