

## **Job Description**

**Job Title:** Communication Officer  
**Reporting to:** Overseas Directors of communications and Local Country Director  
**Location:** Beirut Office with frequent field visits

### **Company Profile:**

An international NGO addressed to the development and humanitarian needs of Palestinians and other marginalized communities.

### **Job Summary:**

The communication officer, works under the supervision of the Director of Communications located Overseas. Locally, He/She reports to the Country Director on administrative issues. The candidate is responsible for documenting the NGOs projects and beneficiaries in Lebanon through human interest stories, photographs, films and press releases. Materials produced are used on the NGO's website, print materials, social media channels and fundraising pieces. The officer is an integral part of the global communications team and works closely with local program staff to ensure comprehensive coverage of activities

### **Duties and Responsibilities:**

- Writes stories and creates short videos about the NGO's programs and activities in Lebanon
- Maintains, updates and shares the local office photo library
- Works in regular consultation with the overseas director of communications and in collaboration with local colleagues to respond to communications requests
- Assists in the development of the public communications materials within the context of established guidelines and in response to the needs of the local and headquarters office
- Builds and maintains lists of media and other local-based contacts
- Keeps a roster of freelance media and communication consultants for outsourcing and managing their tasks
- Ensures compliance with the external communications guidelines
- Coordinates social media and public relations activities
- Provides support to program team in the preparation of internal and external documents, such as quarterly/annual reports, progress reports for donors and concept papers for funding review (30% of working time); includes compiling information, editing and layout
- Provides support in developing presentations
- Completes any other task as assigned by the Director of Communications and as assigned by the Country Director in Lebanon

### **Requirements:**

- An advanced education degree in a related field (i.e. media, journalism, communications)
- 5+ years of relevant experience
- Previous experience in social media management
- Proven experience and contacts within the local, national and/or international non-profit community is a plus
- Knowledge, experience and/or exposure to video production is a plus
- Dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment.
- Demonstrated to manage multiple deadlines simultaneously
- Proven ability to write compelling human interest and news stories

- Demonstrated ability to write, speak and read both English and Arabic
- Excellent interpersonal, analytical, and communications (both written and oral) skills
- Demonstrated ability and interest in photography
- Ability to work independently with minimal guidance as well as within a team
- Capability to thrive in a dynamic working environment juggling multiple projects
- Able to use Microsoft Word and PowerPoint, Adobe InDesign, Photoshop, Illustrator and Light Room are a plus
- Driver's license