

## **R&R Lebanon**

### **Vacancy Communication Officer - Beirut**

**Contract:** Fixed term

**Duration** 6 months renewable

**City:** Beirut (Lebanon)

**Starting date:** June 2015

**Deadline:** Sunday, 31 May 2015, by midnight Beirut time

#### **Mission Statement**

“Relief & Reconciliation Lebanon” is a young Lebanese NGO that is part of the international network “Relief & Reconciliation for Syria”, based in Brussels (Belgium). Its objective is to combine peacebuilding with practical help in response to the Syrian crisis. We are uniting moral authorities of different confessions and groups around a common cause: the future of the youth. Under the auspices of a local Steering Committee, we have established a first Peace Centre in Akkar: a house that serves as a safe place for young people from all confessions and groups, Syrians and Lebanese, where international and local staff help to develop skills and to treat the war trauma of the youth, also providing material aid where needed.

#### **Position profile**

The **Communication Officer** is responsible to implement R&R Lebanon’s advocacy campaign on the Right to Education for Syrian refugees in Lebanon throughout the year 2015; he/she will be directly responsible to the Director General based in Beirut. The Project Manager will conduct all programme functions of the project and supervise all allocated staff members in Beirut.

#### **Primary Duties and Responsibilities**

-Support the Director General and Project Manager in designing and implementing an effective communication strategy for R&R Lebanon’s advocacy campaign on the Right to Education for Syrian refugees in Lebanon. The support includes but is not limited to: identifying objectives, assessing stakeholders and target audiences, defining key messages and media mix, designing specific resources, activities and products, monitoring the impact and opportunities for improvement, leading to an ongoing refinement of the strategy.

-Ensure that R&R Lebanon has a well maintained and continually developed contact list of journalists and media outlets covering all media – print, TV, radio, web etc. – and a successful process of communicating and maintaining regular contact and close collaboration with the media to communicate about the advocacy campaign and R&R Lebanon’s overall activities.

- Identify, develop and design a variety of media materials in multiple appropriate formats, such as press releases, blogs, feature stories, info graphics, booklets, leaflets, etc.
- Design and maintain the advocacy campaign's website and social media platforms and manage their editorial content, ensuring that contents are regularly updated and promoted.
- Manage all social media platforms of R&R Lebanon and its global partners, focussing on Facebook, Twitter and YouTube, producing and updating contents in liaison with R&R Lebanon's field staff.
- Proactively identify media opportunities and, in close liaison with R&R Lebanon's partners, plan and implement media events including field visits, report launches and press conferences.
- Assist in the organisation of conferences/meetings/workshops in Lebanese universities and other locations related to the advocacy campaign and R&R Lebanon's broader mandate.
- Support R&R Lebanon's global communications objectives and strategies through development of complementary country specific and local community materials and activities. Work plan should anticipate the inclusion of work on global priorities and campaigns.
- Maintain close collaboration with R&R Lebanon's field staff members, board members and international partners for effective overall coordination.
- Contribute to the creation of a positive image and overall credibility of R&R Lebanon, notably through the application of R&R Lebanon's mandate, ethics and values.
- Perform other such functions as may be assigned by the designated managers.

### **Education and Experience**

- Bachelors Degree or equivalent in a relevant field (communication, journalism, public relations, etc.)
- At least two years practical professional work experience in communications and/or print and broadcast media, including web management experience.
- Strong background in civil society activism, human rights, advocacy campaigns and/or humanitarian aid and development work; familiarity with emergency situations.

### **Skills and Abilities**

- Fluency in spoken/written English and Arabic; French is an asset.
- Proficiently use word processing, presentation and publication software
- Strong writing skills for newsletters, brochures and websites.
- Strong skills in photography be able to take good pictures and video capturing and editing.
- Strong skills in graphic design, editing software and possibly web design.
- Strong interpersonal skills; flexibility in cultural and organisational terms.

- Ability to work as part of a team as well as under own initiative.
- Ability to work well under pressure and meet tight deadlines.
- Driving licence an asset.

### **Conditions**

- Fixed-term contract for 6 months with a possible extension thereafter
- Salary defined by the R&R Lebanon salary grid
- Provision of basic health and accident insurance

### **Submission of applications**

Please send, in English, your cover letter, CV and at least two work samples of media products you designed to [jobs@reliefandreconciliation.org](mailto:jobs@reliefandreconciliation.org).