

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-162-2021
Company Name	DOT Lebanon
Industry	Non-Governmental Organization
Vacancy	Communications Coordinator
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	Contractual – 6-months
Major(s)	Marketing, digital media, advertising, communications or related fields.
Degree	Bachelor
Years of Experience	1 to 2 years of relevant experience in content creation and community engagement.
Location	Jal El Dib
Remuneration & Benefits	<i>To be determined</i>
Tasks & Responsibilities	<p><b>Content development and monitoring:</b></p> <ul style="list-style-type: none"> <li>• Develop social media content calendars aligned with the digital engagement plan and in coordination with creative suppliers. This includes: campaigns, success stories, blogs and captions, weekly content.</li> <li>• Explore social media trends and suggest content to improve community engagement.</li> <li>• Monitor content performance and community engagement on the platforms.</li> <li>• Prepare performance reports on a monthly and yearly basis and suggest recommendations for improvements based on search results, benchmarking, trends.</li> <li>• Support and conduct focus groups with community members to evaluate content performance and suggest new digital engagement plans.</li> <li>• Handle Online Media Buying processes by boosting social media posts to increase content reach and engagement according to the campaigns' objectives and target audience.</li> <li>• Monitor ads performance and adjust accordingly.</li> </ul> <p><b>Field Coordination:</b></p> <ul style="list-style-type: none"> <li>• Coordinate with the field team to select success stories per area and per donor.</li> <li>• Coordinate with the production team to set</li> </ul>

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shooting schedules and locations.

- Be present on the field for the shooting sessions to monitor and coordinate with the creative director on the shooting frames and content to ensure the visibility of both DOT Lebanon and the donor.
- Ensure visibility requirements are met during field activities.
- Support the Communications Officer in the coordination and monitoring of materials in the post-production stage.