

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-490-2022
Company Name	shareQ
Industry	NGO
Vacancy	Communication Coordinator
Number of vacancies for that position	1
Job Type(<i>FT, PT, Contractual, Seasonal</i>)	Full-time Monday to Friday (8.30 AM - 5.30 PM)
Major(s)	Marketing, English literature, translation, communication, public relation, or journalism.
Degree	BA
Years of Experience	5 years plus.
Location	Office in Aintoura, Keserwan.
Remuneration & Benefits	Fresh dollar+ Transportation
Currency (LBP, Dollar, Lollar)	
Tasks& Responsibilities	<ul style="list-style-type: none"> • Coordinate with visual department coordinator and other departments. • Contact external agencies and media experts for media exposure. • Coordination and organization of promotional events. • Press release writing. • Attend events and connect with potential partners. • Captions copywriting for social media. • Monitor social media platforms and online presence. • Social Media Insights and analytics for campaigns. • Video filming and editing are a plus • Good Coordination, social media, and content writing skills. <ul style="list-style-type: none"> • Languages: Fluent in Arabic and English; French is a plus. <p>Competencies:</p> <ul style="list-style-type: none"> • Interpersonal skills • Mission-driven and social spirit • Leadership skill: Taking initiative and problem solving • Coordination Skills • Stress tolerance: Ability to work under pressure