



JOB DESCRIPTION

Communications Officer

Lebanese Society for Educational & Social Development, LSESD

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Position Overview

The role of the Communications Officer is to develop and implement effective communications activities for the family of ministries. The ideal candidate has experience in writing and optimizing content for websites, newsletters, print publications and social media sites.

The position reports to the Senior Communications Officer in close coordination with the Chief Operations Officer, Chief Executive Officer, Chief Development Officer and Heads of Ministries.

Responsibilities

- Lead the framing and production of communication materials including monthly newsletters, brochures, annual reports, and promotional videos
- Develop key promotional messages for different ministries using the various communication platforms: websites, social media, and written communication
- Oversee the development and implementation of a brand guides for the different ministries that includes logo, graphic charter
- Manage and optimize Wordpress websites of different ministries
- Participate in awareness raising campaigns and events
- Share best practices among other communication officers and coordinators
- Conduct field visits and meet local project partners to collect their stories
- Manage and keep up to date the photo and video library
- Maintain strong relationships within the different ministries

Job Qualifications

- Education: BA in communications, marketing, English, or similar liberal arts field
- Experience: at least 3 years in a related field.
- Excellent skills of English language; listening, speaking, reading and writing.
- Skill Set: organization, attention to detail, time management, adaptability, ability to work under pressure.

