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### JOB VACANCY FORM

<table>
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<tr>
<th>X Full-time</th>
<th>☐ Part-time</th>
<th>☐ Summer-Job</th>
<th>Internship</th>
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</thead>
</table>

**Job Title:** Campaign Coordinator

**Reference Number:** 260514-8

**Application Deadline:**

### Company Description

**TYPE:** X Local ☐ Regional Multinational

**INDUSTRIAL SECTOR:** NGO

**BRIEF FIRM DESCRIPTION:**
A registered Lebanese non-profit organization established in 2010 (registered in 2012) dedicated to improving the lives of women and families experiencing the hardships of breast cancer. We take an unconventional approach to increasing awareness about the disease while also providing support for breast cancer patients through our engaging campaigns and support programs. Within the past four years, we have launched and organized two major campaigns aimed at tackling issues faced by patients in the region while directly involving the public in making that difference. Those campaigns are Bras for a Cause ME and Make the Cut, both of which have been very widely-received and covered extensively by the media.

### Job Description

**BRIEF JOB DESCRIPTION:**
The Campaign Coordinator will be joining our team to organize the 2nd Edition of the Make the Cut: Hair Donation Campaign running from October 2014 until June 2015. The Make the Cut: Hair Donation Campaign is an initiative created and organized by One Wig Stand, with the support of L’Oreal Professionnel, that takes a hands-on approach to collecting hair donations and producing wigs from them for patients in need. In its first edition, the campaign was able to garner more than 550 hair donations during an 8-month period and involved collaborations with up to 25 hair salons within Lebanon to aid in the process. The campaign surpassed its initial goal of 400 donations, and, as of July 2014, Lebanese breast cancer patients have been benefiting from wigs produced as a result of these donations. The upcoming edition promises to expand our reach even further to enable even more people to contribute and spread awareness about the wig donation program.

RESPONSIBILITIES
Duties that occupy a major portion of time and importance in the job include the following:
• Planning week-by-week schedule for the campaign. This includes monitoring activity and notify stakeholders (partners and vendors) of relevant outcomes, fluctuations and plans.
• Participating in the selection process of, meeting, briefing, and subsequently managing month-to-month relationship with involved hairdressers.
• Reaching out to sponsors to back the project up. This will include outreach (cold-calls), meeting with potential sponsors, following-up on interest and handling paperwork to formalize agreements.
• Partnering with media outlets and bloggers for coverage of the campaign. This will include sending Press Releases, collaborating with designer to produce any required ads or content and keeping track of all coverage received.
• Selecting and coordinating production with vendors of all material for the campaign, including but not limited to, posters, flyers, donation boxes and roll-ups. This includes follow-ups and overseeing quality control for desired end-product.
• Organizing from A to Z hair donation events that are part of the campaign - including one in October 2014 and June 2015.
• Brainstorming and executing effective marketing strategies for promoting the campaign online-and-offline.
• Responding in timely manner to all communication or queries about the campaign from the public received by email, messages or phone.
• Conducting interviews to promote the campaign and presenting the goals of the campaign in the media, wherever applicable.
JOB LOCATION(S): Office in Achrafieh, Lebanon.
City: Beirut Country: Lebanon

DEGREE:
X Bachelor □ Master is a plus □ Doctoral Degree
□ Undergraduate Student/ Degree not Necessary □ Teaching Diploma

MAJOR/ EMPHASIS: Business, Communication, English, Human Resources, Marketing, Public Relations, Sociology or Social Work. Experience in Event Planning is a plus

WORK EXPERIENCE: Minimum 2 to 3 years

SKILLS:

Languages Skills: X English X Arabic X French Other:

Computer Skills: Computer know-how (especially with Word, Powerpoint and Excel).
• Social-media savvy (Twitter, Facebook, Pinterest, Instagram, Blogging).

Other Skills:
Strong verbal communication and interpersonal skills.
• Meticulous follow-up of project tasks and responsiveness to inquiries.
• Excellent project and event coordination skills.
• Reliable and hard-working with attention to details.
• A team-player yet able to work efficiently on his/her own too.
• Ability to work under pressure with a solutions-oriented attitude.
• Native level of fluency in Arabic and fluent in English. You should feel comfortable translating any content between Arabic and English if needed for Press Releases or other uses relating to the project you’re working on.
• A genuine interest in working within the non-profit world and supporting breast cancer patients.
• Ability to start immediately.

SALARY
Basic Salary Range:
Other benefits include:
□ Accommodation □ Health Insurance □ Return Ticket □ Bonus
□ Laptop □ Mobile Phone □ Children’s Education □ Transportation
□ Lebanese NSSF □ None

WORKING DAYS:

WORKING HOURS:

How to Apply

Interested candidates may send their resume and cover letter by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 260514-8
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**ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.**

For further information, please do not hesitate to contact:

**Dr. Maryam Ghandour**

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Website: [http://www.aub.edu.lb/sao/cps/Pages/index.aspx](http://www.aub.edu.lb/sao/cps/Pages/index.aspx)

The job vacancies are for AUB students and alumni ONLY.