JOB VACANCY FORM

x Full-time    □ Part-time    □ Summer-Job    □ Internship

Job Title: Member Relations Officer

Application Deadline: NA

Reference Number: 181113-4

Company Description

TYPE: □ Local    □ Regional    X Multinational

INDUSTRIAL SECTOR: Environmental/Operations

BRIEF JOB DESCRIPTION:

MAIN PURPOSE OF JOB
To build long term relationships with our current members by promoting various opportunities and inform members of ways to annual initiatives that they may contribute to. Moreover, the Member Relations Officer is responsible to categorise members according to different criteria and provide monthly and quarterly reports on the status of each member.

JOB OBJECTIVES

1. Maintaining relationship with current member

2. Notifying members of their status and opportunities to participate in different events

3. Solicit Members for payments and other contributions

4. Create Reports on Members for General Secretary and Fundraising Chairman

ESSENTIAL WORK ACTIVITIES

- Contacting and meeting members
- Solicitations and Fee Reporting
- Inform and provide opportunities
- Assists in organizing conferences, events, workshops,
• Coordinates proper execution of programs training and other activities
• Member categorization and reporting
• Prepares articles for the media about our activities.
• Oversees the establishment of a library
• Provides updates to our website.

JOB LOCATION(S):
City: Beirut Country: Lebanon

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

MAJOR/ EMPHASIS: Business Administration, Marketing, Communications Degrees or equivalent

WORK EXPERIENCE: 4-10 years of work experience in the related field

SKILLS:
Languages Skills: x English  X Arabic  □ French  □ Other:

Computer Skills: Well versed in computer applications: word processing, spread sheet, power point

Other Skills:
• Knowledge of regional market
• Communication Skills
• Interpersonal relationships and motivation
• Budgeting and Cost Control
• Data compilation
• Effective Decision Making
• Strong interest in environment and CER
• Negotiation skills

SALARY
Basic Salary Range:
Other benefits include:
□ Accommodation    □ Health Insurance    □ Return Ticket    □ Bonus
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: 181113-4

If you wish to be removed from the mailing list of Career and Placement Service, Student Affairs, click on the following hyperlink: http://tinyurl.com/CPSunsubscribe and fill the necessary information.

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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The job vacancies are for AUB students and alumni ONLY.