JOB VACANCY FORM

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

Job Title: Editor, Sada

Application Deadline: 09-Nov-2015

Reference Number: 031115-1

Company Description

NAME OF FIRM/INSTITUTION: Carnegie Middle East Center

TYPE: □ Local  □ Regional  X Multinational

INDUSTRIAL SECTOR: policy research centers

BRIEF FIRM PROFILE/DESCRIPTION: The Carnegie Endowment for International Peace is a unique global network of policy research centers in Russia, China, Europe, the Middle East, and the United States. Our mission, dating back more than a century, is to advance the cause of peace through analysis and development of fresh policy ideas and direct engagement and collaboration with decision makers in government, business, and civil society. Working together, our centers bring the inestimable benefit of multiple national viewpoints to bilateral, regional, and global issues.

FIRM WEBSITE: http://carnegieendowment.org/#slide_916_turkey-s-high-stakes-vote

Job Description

BRIEF JOB DESCRIPTION: Responsibilities will include commissioning and editing articles, identifying and fostering author relationships, overseeing translations, conducting various Sada outreach initiatives, managing Sada's Arabic language media accounts, and researching political, economic, and social issues relevant to the publication.

Position requires native or near-native Arabic and English language skills. The ideal candidate will have strong editorial experience (3-7 years), excellent writing skills, experience with social media outreach, knowledge of current political developments in the Arab world, familiarity with leading authors, scholars, and journalists writing on these topics,
and outstanding organizational skills. A Master's in a discipline such as political science, language, history, or Middle East area studies is preferable.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, sexual orientation, gender identity, or any other protected group.

**JOB LOCATION(S):**
City:  
Country:  

**DEGREE:**
- X Bachelor  
- X Master (Preferable)  
- □ Doctoral Degree  
- □ Undergraduate Student/ Degree not Necessary  
- □ Teaching Diploma  

**MAJOR/ EMPHASIS:** A Master's in a discipline such as political science, language, history, or Middle East area studies is preferable.

**WORK EXPERIENCE:** 3-7 years

**SKILLS:**
- Languages Skills: X English  
- X Arabic  
- □ French  
- Other: native or near-native Arabic  
- Computer Skills:  
- Other Skills: excellent writing skills, experience with social media outreach, knowledge of current political developments in the Arab world, familiarity with leading authors, scholars, and journalists writing on these topics, and outstanding organizational skills

**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 apply online on the following hyperlink:

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](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:

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Website: http://www.aub.edu.lb/sao/cps/Pages/index.aspx

The job vacancies are for AUB students and alumni ONLY.