JOB AD SHOULD NOT CONTAIN ANY DISCRIMINATORY LANGUAGE RELEVANT TO GENDER (MALE/FEMALE), SOCIAL STATUS (MARRIED, SINGLE) AND/OR RELIGION

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Job Title: Communication Specialist

Application Deadline:

Reference Number: 061115-19

Company Description

TYPE: X Local □ Regional □ Multinational

INDUSTRIAL SECTOR: Education

BRIEF FIRM PROFILE/DESCRIPTION:
Based in Dubai, U.A.E, The Foundation aims to prepare young Emiratis and Arabs to fulfill their potential through access to quality education. The Foundation programs will target youth who demonstrate academic and leadership merit but do not have the financial means to pursue a quality education. The Foundation also aims to make investments in innovative education initiatives for the purpose of improving the quality of education in the Arab world and scaling innovation and best practices.

Job Description

BRIEF JOB DESCRIPTION:

Key Responsibilities

- Support the strategic communication plan for the Foundation.
- Support the programs department on programs and activities related to student recruitment, retention, and success.
- Responsible for accurate and timely reporting of communication information to the Operations Manager.
- Assist the Operations Manager and the management team in gathering, collating, and analyzing data relevant to planning, communication and reporting.
• Maintain cooperative relationships with communication leads from partner organizations.

• Manage media and social media requests with professionalism and due diligence.

• Manage daily updates of the Foundation’s website and social media.

• Monitor and track the Foundation’s media presence.

• Prepare and distribute press releases.

• Responsible for other duties as assigned.

JOB LOCATION(S):
City: Dubai Country: UAE

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

MAJOR/ EMPHASIS: communications, public relations, marketing, journalism, or a related field

WORK EXPERIENCE:
• Minimum of 3 years of experience in communications or public relations.

• Knowledge of the specific duties and responsibilities of communication and external relations within the education and philanthropic sectors

• Must have strong editorial review, proof-reading, and publishing experience.

• Must have a demonstrated understanding of and experience working with print and web communications materials.

SKILLS:
Languages Skills: X English X Arabic □ French Other:
Computer Skills:
Other Skills:
• Excellent communication skills

• Effective interpersonal, problem-solving, and decision-making skills

• Strong time management skills, with attention to deadlines and ability to effectively handle multiple priorities concurrently

• Strong knowledge of the effective use of social media
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 resumes to mg03@aub.edu.lb specifying the reference number: 061115-19

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
American University of Beirut
Career and Placement Services
West Hall, Room 112 E
P.O. Box 11-0236 Riad El Solh
Beirut 1107 2020, Lebanon
Tel: +961 1 350000 Ext: 3172
Tel/Fax: +961 1 744 488
E-mail: mg03@aub.edu.lb
Website: http://www.aub.edu.lb/sao/cps/Pages/index.aspx

The job vacancies are for AUB students and alumni ONLY.
For part-time job opportunities, visit: http://aub.edu.lb/sao/cps/vacancies/Pages/Part-timeJobs.aspx
For full-time job opportunities, visit: http://aub.edu.lb/sao/cps/vacancies/Pages/divisions.aspx