AMERICAN UNIVERSITY OF BEIRUT
Career and Placement Services
Student Affairs
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JOB VACANCY FORM

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

Job Title: Online Community Manager

Application Deadline:

Reference Number: 011013-11

Company Description

TYPE: □ Local X Regional □ Multinational

INDUSTRIAL SECTOR:

BRIEF FIRM PROFILE/DESCRIPTION:
We are a leading cooking website in the Arab world, with more than 8,000 recipes published and over 1.5 million unique visitors per month.

Job Description

BRIEF JOB DESCRIPTION:

The job of the selected candidate would include
- Content Creation: writing relevant, fun, entertaining posts for all our social media channels, in line with our content strategy.
- Social Media Marketing: being able to effectively manage our channels, and growing our pages, though multiple daily posts and contests planned throughout the year.
- Community Building: should be able to engage effectively with our fans, and keep the interaction levels high.
- Analytical skills: Should be able to effectively track traffic reports, and insights, and work consistently on improving the metrics.

JOB LOCATION(S):

City: Hamra Country: Lebanon

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

WORK EXPERIENCE: 3+ years experience managing Social Media accounts and an active presence on the different platforms: Facebook, Twitter, Google+, Instagram and Pinterest.

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

Computer Skills:
Knowledge in Photoshop or other photo editing software is a must

Other Skills:
• Strong Problem solving and analytical skills
• Strong Organizational and Multitasking 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 send their resume and cover letter by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 011013-11

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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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The job vacancies are for AUB students and alumni ONLY.