



AFAC ARAB FUND FOR
ARTS AND CULTURE
الصندوق العربي
للثقافة والفنون

COMMUNICATION SPECIALIST Job Description

The Arab Fund for Arts and Culture is looking for an energetic and digitally savvy Communication Specialist to join its communication team.

As Communication Specialist, you will develop and implement the Organization's communication strategy, promote its work through new and inventive ways, develop external communication channels and media relations, and write and produce various types of content for our social media accounts. This role requires a high level of creativity and attention to detail.

AFAC is open to profiles of all nationalities from the Arab region, as long as they are based in Beirut and meet the below-mentioned set of skills and experience.

Responsibilities

- Develop, manage and execute a comprehensive communication strategy and campaigns
- Develop and execute strategies for positioning the Organization in regional and international media and secure extensive coverage to promote its work
- Develop and manage print and digital initiatives, including outputs such as photographic and video campaigns
- Strategize online content production and scheduling
- Write for and manage the Organization's social media accounts, including but not limited to Facebook, Twitter, and Instagram
- Lead data analysis including audience and beneficiary surveys to evaluate success and effectiveness of campaigns
- Regularly research new technologies and trends in social media
- Track media coverage and discussions on social media about the Foundation

Required qualifications

- Bachelor's degree in a related field (journalism, creative writing, etc.)
- 4+ years' experience in digital marketing, social media or communications
- Excellent knowledge of social media tools
- Broad understanding of trends in arts and cultural programming regionally and internationally
- Multitasking, flexible, creative
- Excellent skills in written and verbal communication, storytelling and reporting
- Strong editing and proofreading skills
- Excellent writing proficiency in Arabic and/or English languages

Interested candidates are requested to provide

1. Curriculum Vitae
2. Letter of Intent
3. Two Recommendation Letters (attesting to their skills and qualifications) from people they have worked with

Applications must be sent to jobs@arabculturefund.org with the email subject line "Communication Specialist Position".

The search will continue until the position is filled but priority will be given to candidates applying by **20 January 2024**.