



Job Description
Communication Officer

Job Title Communication Officer

Organization IndyACT – The League of Independent Activists

Line Managed by Program Director (PD)

Country Lebanon

Job Statement

IndyACT is a global league of independent environmental, cultural and social activists. IndyACT is currently focusing its operations in the Arab World. Although it is a new organization, IndyACT has already established several campaigns in the Arab region, especially Lebanon, on issues such as climate change, resource management, marine and coastal protection, and youth and women’s rights. The organization’s motto is “Passion with Professionalism” and applies it in all its campaigns. IndyACT is currently seeking a Comms Officer that will also be handling minor administrative tasks.

Job Description

- Manage IndyACT Facebook profile
- Advertise the weekly TV show of IndyACT
- Prepare more ideas for the IndyACT.org site and manage the site in general
- Resolve any problem related to internet access
- Manage media contacts list
- Draft and issue press releases, information notes, and written materials for dissemination to local and international media
- Manage press conferences
- Manage Newsletter
- Handle internal list, events and, updates
- Make a list of useful contacts
- Create and use communication tools
- Provide communication equipments
- Improve and maintain IndyACT’s active image
- Organize, coordinate and prepare agendas for weekly minutes

Qualifications and skills required are:

- Personal belief in and support of IndyACT core values
- Writing and outreach experience
- Media and awareness-raising experience
- A strong capacity for analysis, communication and information management
- Excellent communication skills

- Full proficiency in spoken and written Arabic and English required and will be tested
- A university degree
- Ability to meet tight deadlines and work under pressure
- Ability to handle large volume of work and have excellent organization skills
- Commitment to creating positive environmental, social and cultural change
- Excellent interpersonal skills, team worker and good listener
- Ability to take initiatives and be flexible and adaptable in a changing environment
- Good writing and social skills
- Computer literacy (Photoshop and HTML)
- At least 2 years of experience in some or all elements of the abovementioned job description

Working Hours

Full time job from 9am to 5pm, Monday till Friday. On account of his/her responsibilities, the Comms officer may be asked to adjust his/her working hours to suit the requirements of his/her duties. Please send a full CV/resume and a covering motivation letter via email to fsalka@IndyACT.org The deadline for applications is **20 February 2009** with interviews in Beirut.

The position will start 1st week of March.

Salary

In the range of 700-1100 USD depending on qualifications and experience.