

Communications Officer Vacancy

BRIEF JOB DESCRIPTION:

Objective:

The objective of the job is to develop and manage all internal and external communications related activities and strategies for Nudge Lebanon.

Responsibilities:

- Produce communication and public relations plan
- Manage and maintain website and update content periodically
- Produce content and manage posts for social media, e.g. Facebook, Twitter, Instagram, etc. and follow & report related data analytics
- Develop knowledge management system and processes, and manage knowledge sharing among Nudge Lebanon team;
- Coordinate and liaise with media, produce press releases, and organize external communication with stakeholders
- Assist in preparation of overall communication material for projects, experiments, events, policy briefs, etc.
- Manage service email accounts
- Respond to media inquiries, arrange interviews, and maintain a media database.
- Maintain records of media coverage and collate analytics and metrics
- Conduct miscellaneous research support in the growing field of behavioral economics.

Qualifications:

- Knowledge in communications, knowledge sharing, website development and maintenance;
- Experience working in the communications field and in positions with similar responsibilities;
- Familiarity with policy trials and experimentation in a field setting, particularly RCTs is highly desirable;
- General knowledge of applied social and behavioral sciences is a plus;
- Readiness to work conjointly with public agencies and NGOs.

Skills:

- Strong analytical and writing skills
- Proficiency in design and publishing software (InDesign/Photoshop)
- Ability to design and manage communications and content related to field trials
- Excellent organizational skills
- Flexibility, self-motivation, and the ability to excel in a team environment
- Ability to effectively explain technical concepts to a broad range of audiences

- Strong and concise writing skills, including under tight deadlines
- Fluency in English, French, and Arabic languages, written and spoken
- Proficient in Microsoft Office, content management systems, and social media platforms.

JOB LOCATION(S):

City: Beirut **Country:** Lebanon

DEGREE:

Bachelor

Master

Doctoral Degree

Undergraduate Student/ Degree not Necessary

Teaching Diploma

WORK EXPERIENCE: 3—5 years of relevant experience

SKILLS:

Languages Skills: English

Arabic

French

Other:

WORKING DAYS: Monday to Friday with occasional workload during weekends

WORKING HOURS: 9:00AM TO 6:00PM