

Communications Assistant

Location: [Europe & the Middle East] [Jordan]

Town/City: Amman

Category: Communications

Job title: Communications Assistant

JOB PURPOSE:

To support the Advocacy and Communications department to deliver the communication activities of World Vision Syria Response: Support office communications; donor communication and internal communications.

MAJOR RESPONSIBILITIES:

- Support the Communications Coordinator and Public Engagement & Communications Manager to produce a steady flow of communication resource (stories and pictures) on local programs and projects to support donor deliverables and WVI initiatives which mobilize resources that contribute towards realization of WVSR Strategy Outcomes
- Provide support on internal communication efforts such as newsletter, media report to the Public Engagement & Communications Manager
- Provide support with uploading all communications relevant content on internal platforms of WV, including Content Flow, SharePoint/Box and others

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience

- At least 1 years' experience in administrative role supporting the Communications department, or other relevant experience with children
- Solid verbal and written communication skills in English and Arabic
- Good experience in writing story content based on target audience (SO's, donors, boards and Swazi community.
- Fluency in computer programs (Word, Excel, Power Point)
- Knowledge and ability to take pictures
- Basic understanding and experience of development work
- Ability to deal with people in a respectful and honest manner
- Ability and willingness to work long hours when required;
- Self-motivated, innovative, and ability to work under pressure;
- Experience in communications and PR with international NGOs.
- Should deal with information flow that needs fast processing

Required Education, training, license, registration, and certification

Minimum: Diploma in Communications. languages and/or related filed

Preferred: Bachelor's Degree is an added advantage

Travel and/or Work Environment Requirement; Yes 20% of their time

Language Requirements; English and Arabic