



## JOB OPPORTUNITY SUMMARY

**Post Title: FEMISE Communication Assistant**

Implementing a multi-channel Communication strategy for FEMISE network ([www.femise.org](http://www.femise.org)) that aims to reach-out to different stakeholders and widen the knowledge diffusion to raise awareness of outputs and increase the visibility of the network.

**Contractual institution:** The Economic Research Forum (ERF) ([www.erf.org.eg](http://www.erf.org.eg))

**Location:** Economic Research Forum office, Cairo, Egypt

**Position type:** Full-time

**Starting date:** As soon as possible

**Qualifications:** Bachelors Degree (BA) in communications, journalism or relevant discipline. A Master Degree (MA) would be desirable.

**Experience:** minimum 2-3 years in relevant post

**Language(s):** English and Arabic, French will be an asset.

**Deadline:** 7 October 2024

**To apply:** Please submit your CV with a cover letter and a portfolio that include samples of your work (e.g. editorial, writing samples, web-designs, ..etc.) to: [ahagopian@erf.org.eg](mailto:ahagopian@erf.org.eg)  
Please put the following subject in your email: **Submission for Communication Assistant**

*See below for more details.*

## JOB DESCRIPTION AND REQUIREMENTS

**Post Title:** FEMISE Communication Assistant

**Reports to:** FEMISE General Manager

ERF Director of Communication

### **About FEMISE**

*FEMISE is a network that gathers more than 100 members institutes from the EU-Med region and is formally established since 2005. The FEMISE headquarters is in Marseille, France. The President of FEMISE is the Economic Research Forum (ERF) in Cairo, Egypt. Currently, all FEMISE staff members are contracted by ERF in Cairo.*

*FEMISE aims to promote dialogue between North and South of the Mediterranean, conduct policy oriented research in priority areas for the region and disseminate the outputs to the different stakeholders (<https://www.femise.org>).*



### **Main Duties and Responsibilities:**

Implementation and execution of the multi-channel Communication strategy that aims to reach-out to different stakeholders and widen the knowledge diffusion to raise awareness of outputs and increase the visibility of the FEMISE network. More concretely, the job responsibilities include:

- **Assist in the development and execution of the communication strategy**
- **Regular digital communication:** Implement a regular online communication process, (publication schedule). This includes, but not limited to, collecting necessary materials, drafting and editing communications tools such as: FEMISE Newsletters/InsideFEMISE, mass-mail and any other publications.
- **Website:** Maintain and operate the FEMISE website and creating and editing new materials including publications, announcements, etc.
- **Social Media:** monitor, operate, create and post regularly on FEMISE social media platforms based on ongoing activities (e.g. publications, events, UN days, etc.).
- **Design promotional materials:** including brochure about FEMISE, promoting events, etc.
- **Conference and events:** Assist in planning and organizing communication materials for virtual and face to face conferences, workshops and meetings. This includes, but not limited to: assist in preparing announcements, invitations, design of event's stationeries (folder, agenda, list of participants), printing and visibility materials (incl. banners, roll-ups, etc.). This also includes communication with print-shops for quotations and contribution to design and layout, presentation and editing of these materials.
- **Digital Campaigns:** design materials and prepare campaigns for key events and activities (such as surveys, UN days, forthcoming events, Call for papers, etc.)
- **Videos:** monitoring the FEMISE Youtube channel and coordinating new materials including interviews, etc. (e.g UN days, special events, meet the authors, .etc.), this includes assist in drafting interview questions, communicate with interviewees, ensure the relevance of videos and advise on editing. Editing video would be a plus.
- **Publications:** page layout designing and review communications products, such as research reports, thematic reports, policy Briefs, etc. to ensure consistency with templates, brand messaging, appropriate references, bibliographies, tables and figures and communicating with authors, when necessary.
- **Contacts Database:** Maintaining and regularly updating the FEMISE contacts database including regularly adding new contacts and managing subscriptions and un-subscriptions.
- Assist in designing **specific communication strategies** suited for new and ongoing projects/programs and participate in drafting strategies for project proposals with the General Manager.
- Establish communication with regional EU-Med Media including creating a database for media experts in the region (e.g. journals, channels, online news platforms).



- Prepare **quarterly Communication monitoring** reports including, list of publications, contacts database, social media followers, website statistics, etc.
- **Annual report:** contribute in drafting the FEMISE Annual Report in terms of contents and layout and preparing ppt presentation for the Board, General Assembly and any other relevant audience.
- Assist the General Manager in preparing materials and notes supporting fundraising activities.
- Participate in events, meetings when requested by the General Manager.
- Perform other related duties as assigned by the General Manager

**Qualifications and Skills Requirements:**

- Bachelors Degree (BA) in communications, journalism or relevant discipline. A Master Degree (MA) would be desirable.
- Strong written and verbal communication and interpersonal skills.
- Minimum of 2 years of experience in implementing communication strategies and using communication tools (website, SM, etc. )
- Proven organizational and management skills, ability to work independently and in teams in a multi-cultural context.
- Excellent command of English language (verbal and written) with editing ability; Knowledge of the Arabic language (verbal and written) is required. French language will be a plus.
- Experience producing high-quality communications products for a variety of channels (e.g. print, digital,) and social media management;
- Proficiency in MS office and knowledge of advanced document design, layout and formatting (e.g. Photoshop, Adobe InDesign software).
- Knowledge with video editing and creating short videos is a plus.
- Experienced in the use of web content management systems (e.g. wordpress).
- ability to meet tight deadlines, prioritize the work to meet deliverables and juggle numerous projects simultaneously in a fast-paced environment;
- Experience with technical or business writing.
- Understanding of relevant overall economic and social science terminologies.

**Experience:** At least 2 years of experience in a similar position in communications and/or knowledge management products, programs or projects.

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