

Terms of Reference

Intern “Communications Assistant”

General framework:

The Palestinian Association for Empowerment and Local Development – REFORM, seeks to promote the regulatory processes in Palestine through empowering the marginalized and disadvantaged groups, enhancing their political participation and community activism, facilitate a balanced access for target groups through a comprehensive review of the Palestinian political system, strengthening the superstructure of youth and women, and provide a reliable database for the political and administrative decision makers in Palestinian, and work on the revision and development of the Palestinian human rights system and promote equal public access to it.

In this framework, The Palestinian Association for Empowerment and Local Development is implementing development projects that builds and develops the capacity of youth, and deepening the participatory spaces in political and social level, and playing the vital role of facilitating the flow of information to the Palestinian decision makers, towards developing integrative public policies, based on the needs of the Palestinian public, particularly in marginalized and disadvantaged areas.

And in view of the importance of these projects, the association seeks to contract a communication assistant, in accordance with the following parameters:

Functional tasks

- Networking with donors and partners.
- Take minutes during meetings with partners/donors.
- Explore funding opportunities and update contact and donor database.
- Update social media and the website on a daily basis.
- Compile monthly newsletters.
- Follow-up on Calls for Proposals.
- Set meetings with donors and follow-up on these meetings.
- Represent the organization when commissioned by the General Manager.
- Translation of email correspondence, invitations, agendas and news reports.
- Assist in the preparation of annual and biannual reports as well as Strategic Plan.
- Other duties delegated by the General Manager and supervisor.

Qualifications and required skills

- Experience in Public Relations or a related field.
 - Advance use of social media sites including Twitter, Facebook and LinkedIn.
 - Advance writing skills.
 - Ability to prepare reports, meeting minutes, news articles and different publications.
 - English and Arabic language proficiency.
 - Ability to translate and interpret from Arabic to English and vice versa.
 - Ability to work well with a team.
 - Ability to withstand working pressure.
- **English mother tongue is an asset.

Reporting and follow-up system

The Communications Assistant reports directly to the Head of Technical Support Unit.

The Communications Assistant is requested to assist in the preparation of reports on the following bases:

- Monthly newsletter.
- Biannual report for partners.
- Annual report for the organization.

Applicant who meets the mentioned requirements should submit their CV and a cover letter to the following address (info@reform.ps) with subject line "Communications Assistant".

CV's and cover letters will be accepted until Thursday 12.05.2016.

Only short listed candidates will be contacted.