

## Vacancy Announcement

### Public Relations 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.

Hence, the Association seeks to contract a Public Relation employee, in accordance with the following parameters:

#### Functional tasks

- Networking with donors and partners.
- Exploring funding opportunities and leading the proposal writing processes.
- Follow-up with partners and preparing related reports.
- Developing the Association's networks and enhancing partnerships
- Supervising the organization's webpage and all of its social-networking pages.
- Update social media and the website on a daily basis.
- Preparing monthly newsletters.
- Organizing regular meetings.
- Represent the organizations when commissioned by the General Manager.
- Liaise with different departments and provide the needed support for senior management.
- Other duties delegated by the General Manager.

**Qualifications and required skills**

- Bachelor degree in Business Administration, Media, English, public administration or any related specialization.
- At least one year experience in Public Relations in similar organizations.
- Outstanding interpersonal skills in communicating with the public.
- Advance skills in using social media sites including Twitter, Facebook and LinkedIn.
- Advance writing skills.
- Ability to prepare reports, meeting minutes, news articles and different publications.
- Advance team working skills.
- Advanced multitask skills.
- Advanced English language.
- Ability to work under pressure.

**Reporting and follow-up system**

The public relation employee reports directly to the General Manager.

The public relation employee is requested to prepare 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).**

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

**Only short listed candidates will be contacted.**