

## Media and Advocacy Coordinator Vacancy

**Job Title:** Media and Advocacy Coordinator Vacancy  
**Unit:** Development & Communications Unit  
**Application Deadline:** Monday July 1<sup>st</sup> 2024 at 16:00  
**Duty Station:** Ramallah  
**Type of Contract:** Full-time  
**Languages Required:** Arabic, English  
**Starting Date:** ASAP  
**Expected Duration of Assignment:** 12 months

### General Framework:

The Palestinian Association for Empowerment and Local Development–REFROM seeks to promote the regulatory processes in Palestine through empowering marginalized and disadvantaged groups, enhancing their political participation and community activism. It also aims to facilitate a balanced access for target groups through a comprehensive review of the Palestinian political system, strengthening the super structure of youth and women, provide a reliable database for the political and administrative decision-makers in Palestine, 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—REFORM is implementing development projects that builds and develops the capacity of youth, deepening the participatory spaces in political and social levels and playing the vital role of facilitating the flow of information to Palestinian decision-makers towards developing integrative public policies based on the needs of the Palestinian public, particularly in marginalised and disadvantaged communities.

**REFORM is looking to recruit someone with the ability to work both independently and with a team. This person must be outgoing, quick on their feet, and need minimal oversight on their daily work. The Media and Advocacy Coordinator must have an eye for design and layout, be extremely organized, and have time management skills.**

### Functional Tasks:

- **Drafting of Publications:**
  - Press releases, brochures, invitations, agendas, event announcements, success stories, analyses, annual reports, monthly newsletters, researches, policy and position papers, etc., and publish them on the website and social media in Arabic and English.
  - Create and update templates to ensure compliance with donor visibility guidelines, including proper use of logos and disclaimers on all publications.

- Finalize translations of various publications as needed, such as English subtitles for videos.

- **Reporting:**

- Project coordinators shall submit quarterly progress reports and final reports to the Development and Communications Unit. The Media and Advocacy Coordinator must collect and review these narrative reports in a timely manner to ensure all necessary information is present, including information related to monitoring and evaluation. Translation may be necessary (or correcting English).
- Prepare and finalize the Association's annual reports (in coordination with a designer), with support from the Development and Communications Officer and Communications Assistant. Please review previous annual reports to understand what is expected. ([www.reform.ps/resources](http://www.reform.ps/resources))
- Assist in updating and organizing contact databases regularly (public share, Mail Chimp, excel sheets).
- Maintain updated, accurate, and well-organized files on public share, including but not limited to: social media passwords, donor/partner/media/beneficiaries' networks, proposals and their related annexes. Must sign and archive the necessary proposal related documents, such as grant agreements.
- Follow up closely on project contracts, ensuring communication and visibility guidelines are followed and all reporting due dates are committed to.

- **Social Media**

- Engage with online users and maintain consistent interaction by responding to social media messages and comments.
- Share events and updates across social media platforms.
- Develop a social media strategy.
- Design infographics about REFORM.
- Create new designs for activities' photos and share across all social media platforms.
- Regularly update REFORM's website, such as blog, news and stories, projects information, and publications. (English and Arabic).
- Submission of press releases to news agencies and provide link(s) to the Operations Unit.
- Build and maintain relationships with media contacts.
- Organize press interviews and media events as needed.

- **Communication Activities**

- Coordinate and prepare meetings with local and international partners and donors, ensuring all communication materials are prepared and disseminated effectively.
- Support internal communications efforts to keep staff informed about organizational updates and initiatives.
- Ensure all communication materials align with the Association's brand identity and messaging.
- Take meeting minutes and prepare PowerPoint presentations.
- Prepare logistics for the Unit's events, ensuring they are well organized and implemented according to plan.
- Represent the Association during events and networking opportunities.
- Develop the Association's networks and enhance partnerships.
- Participate in interviews with various local news agencies, representing the Association as needed.

**Qualifications:**

- Bachelor's degree in Media, English, Communications, or any related field.
- At least 3 years' experience in a similar role in local/international NGOs and CSOs.
- Outstanding interpersonal skills in communicating with the public.
- Advance skills in using social media platforms, including Twitter, Facebook, Instagram, TikTok, and LinkedIn.
- Advance writing skills in English and Arabic.
- Ability to prepare reports, meeting minutes, press releases, and different publications.
- Must have an eye for design, both print and web.
- Ability to translate from Arabic to English and vice versa.
- Experience using design applications, such as Canva, or similar platforms is an added value.
- Ability to work effectively without constant supervision.

**Skills:**

1. Outstanding interpersonal, networking, and planning skills.
2. Advanced capabilities in working within a team.
3. Advanced multitasking and time-management skills.
4. Advanced English language.
5. Ability to work under high pressure.
6. Advanced in archiving and preserving files.
7. Knowledge of coordinating activities.
8. Skill in graphic design is an asset.
9. IT skills are an asset.

The Media and Advocacy Coordinator reports directly to the Development and Communications Officer.

**Application Instructions:**

Qualified candidates should fill out the following form for the vacancy:

[Media and Advocacy Coordinator \(google.com\)](#)