

Communications and Content Writer- Business Incubation Association

BIAT, a not-for-profit organization, was established with the assistance and back up of the Integrated SME support program, an EU funded project at the Ministry of Economy and Trade of Lebanon

Location: Tripoli

Application Deadline: Thursday, 14 December 2023

Major: degree in Mass Media and Communication, Marketing, or any related field

Experience: 2-3 years of experience in journalism, communications, or content creation.

Major Responsibilities:

- Conduct interviews with executive management, staff, partners, and beneficiaries to gather information for newsletter articles and other communication documents.
- Develop meeting summaries and reports to communicate key information and decisions to stakeholders.
- Create communication documents such as brochures, fact sheets, and press releases.
- Write and edit articles for our NGO newsletter, ensuring accuracy, clarity, and alignment with our organization's messaging and values.
- Collaborate with internal teams to ensure that all communication materials are consistent with our NGO's branding guidelines and project material
- Stay informed about industry trends and best practices in communications and content creation to continuously improve the quality and effectiveness of our communication materials.

Additional Requirements:

- Strong writing, editing, and interviewing skills.
- Experience with newsletter writing and editing.
- Knowledge of and experience with social media platforms, email marketing, and other digital communication channels.

Salary :800 to 1200 (USD)

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb, Ext. 7801; 7802