

Digital Coordinator - IECD and Semeurs d'avenir

Semeurs d'Avenir is a partner of the IECD in Lebanon

Location: Beirut, Lebanon

Working Days and Hours: Monday until Friday from 9:00 a.m. until 5:00 p.m.

Contract Duration: 6 months renewable

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

Experience: 2-4 years of relevant experience

Major Responsibilities:

- Coordinate and manage Mehnat .org, Jobs.mehnat .org and LMS.mehnat .org
- Develop and schedule social media content for Mehnat
- Monitor platform performance indicators and analytics
- Prepare monthly social media reports

Additional Requirements:

- Experience in digital platform management, employability projects or private sector engagement
- Experience in NGO or development projects is an asset
- Experience in organizing events and stakeholder engagement activities is desirable
- Knowledge of website analytics and social media monitoring tools
- Ability to identify and troubleshoot technical issues, coordinate with developers, manage platform improvements, and analyze user engagement and performance data to enhance platform effectiveness
- Experience with Learning Management Systems (LMS), including course creation, content uploading, learner tracking, certification management, and coordination with technical service providers
- Strong understanding of website administration, content management systems (CMS), and job portal functionalities, including user management, vacancy posting, and analytics monitoring

Additional Details:

- Salary around \$600 USD per month
- Reasonable accommodation for the person with disability depending on the individual's need

How to Apply:

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