JOB VACANCY			
Job Title	Communications Officer - Contractual	**Department**	Communications and Media
Job Category	C– Officer	**Job Rank**	C
Reporting to	Senior Communications and Media Manager	**Starting Date**	1st of October
Monthly Salary	900$ - 1100$	**Location**	Lebanon
Deadline	September 28, 2026		
Job Purpose	The Communications Officer helps bring Adyan's work and impact to life through compelling communications across digital, media, and other platforms. Working closely with the Senior Communications and Media Manager and relevant internal and external stakeholders, the Communications Officer develops and disseminates engaging content, manages digital platforms, supports media relations, and contributes to strengthening Adyan's visibility and voice. The role ensures that communications are timely, consistent, and aligned with Adyan's mission, values, and donor requirements.		

A) Responsibilities

1. Write, edit, and upload content on Adyan's digital platforms and website in English and Arabic, in collaboration with the Senior Communications and Media Manager
2. Assist in developing social media dissemination and engagement strategies and planning (boosting, campaigns, notifications, and other digital engagement activities).
3. Develop and maintain Adyan's presence on external online platforms (Daleel Madani, partners' websites, relevant digital platforms, etc.).
4. Engage with Adyan's online community and respond to comments, messages, and inquiries when needed.
5. Coordinate communication with external communications suppliers, agencies, and service providers, and follow up on deliverables, timelines, and required materials, in coordination with the Senior Communications and Media Manager.
6. Monitor social media trends and relevant conversations and topics related to Adyan's areas of work, and identify opportunities for engagement and visibility.
7. Manage Adyan's SEO activities, in coordination with external technical support when needed.
8. Manage Adyan's newsletter, including content preparation, dissemination, and performance monitoring.
9. Undertake basic photo and video editing for digital and social media use and manage Adyan's photo and video database.
10. Prepare and update press kits for events and press conferences.

11. Document speeches, events, activities, and other relevant content and information for media usage.
12. Prepare regular media coverage and digital performance reports.
13. Manage and regularly update Adyan's media and stakeholder contacts database.
14. Ensure consistency in the use of Adyan's visual identity and communication standards across digital platforms.
15. Contribute to Adyan's internal and external communications, as needed.

B) Qualifications

- At least 3 years of professional experience in NGO communications, digital communications, and/or social media management.
- University degree in Journalism, Media, Communication, Public Relations, Marketing, or another relevant fields.
- Strong written communication skills in both English and Arabic.
- Strong knowledge and practical skills in digital media platforms, content management, and basic digital content production.
- Experience with WordPress and website content management.
- Proven digital literacy and general computer skills (Office 365, Google analytics, etc.).
- Basic to intermediate skills in designs, photo and video editing software.
- Excellent command of spoken and written English and Arabic (French is an asset).
- Good organizational and communication skills.
- Strong attention to detail and ability to manage multiple tasks and deadlines simultaneously.
- Ability to adapt content and messaging to different audiences and digital platforms.

C) Requirements

- Commitment to Adyan's mission, values, and approach to living together.
- Ability to work collaboratively with others in an efficient and positive way.
- Ability to meet deadlines and maintain requested quality standards while handling diverse tasks.
- Availability to handle off-site activities, occasional weekend missions and travels.
- Availability to work 8:00–16:00 or 9:00–17:00, with flexibility to work-from-home on certain days.

E) Application procedure (only through the job application form)

- *Complete the job application form (APPLY HERE) by Monday September 28, 2026. Only Shortlisted applicants will be contacted.*
- Final shortlisted candidates will be invited to complete a technical test and attend an interview.