

Jerusalem, January 2023

Call for Applications – Project Assistant and Media Coordinator

Desired Starting Date: 3 April 2023

The Friedrich-Ebert-Stiftung (FES) is a non-profit organization working with long-term partners on projects of a political nature. As a German political foundation our work is based on social democratic values. With our worldwide network of offices, FES pursues pluralism, democracy and social, economic and gender justice.

Among our priorities in the Palestine are an active civil society, economic development and social security as well as the development of peaceful strategies. To this end, FES cooperates with Palestinian partner institutions such as NGOs, think tanks, trade unions, academic institutions and political parties.

FES is searching for a full-time Project Assistant and Media Coordinator in East Jerusalem.

Key Responsibilities:

- Event management and assisting with administrative tasks (schedule appointments, writing minutes...etc.)
- Making travel arrangements (permits, flights, hotels, visas, transport)
- Taking care of correspondence with international organizations and Palestinian partners
- Maintaining archives, filing and contact database
- Carry out mailing, distributions of printed material and related correspondence

- Plan and organize PR and media related content
- Maintain the FES website and Facebook account in Arabic and English
- Cooperate with the FES MENA communication team to fulfill communication requests
- Produce and edit visual and written content for the FES newsletter and social media channel
- Develop and execute media relations strategy. Establish contacts with international and local media
- Monitor and track media coverage for FES activities and related content

Desired Qualifications:

- At least two years of prior work experience in office management and/or communication role
- Team player, strong networking and communication skills both written and verbal in English and Arabic
- Strong organizational and problem solving skills, stress resistance
- Knowledge of Microsoft Office (Word, Excel, PowerPoint)
- Skills in Photoshop, Canva, Video Editing and Photography would be an advantage
- Ability and readiness to work in Jerusalem

Candidates are asked to submit a job application until **February 15, 2023** including a (1) CV (2) references (3) a letter of motivation and desired salary via email to malak.issa@fes.de - Shortlist candidates will be contacted for an interview and a written test. If you have any further questions, please don't hesitate to address them to the same email address.

We are looking forward to receiving your applications.

Hannes Alpen
Representative