



The Ramallah Friends School is seeking a well-qualified and enthusiastic candidate to fill the position of:

### **Communications and Alumni Relations Officer**

As a Communications Officer, you will work closely with the RFS Communications and Development Associate as well as with the RFS Director on areas of work pertaining to communications and fostering alumni relations.

#### **Qualifications:**

- A minimum of a Bachelors degree is required in a related field
- Experience in communications or a closely related area
- Demonstrated inter-personal and communication skills both verbally and written
- Aptitude in using social media to strengthen organizational communication
- Excellent command of written and spoken English
- Demonstrated ability to write clearly and communicate effectively with a wide range of people and constituencies
- The ability to work cross-culturally with other members of the Ramallah Friends School community.
- Understanding and upholding of the Ramallah Friends School's values.
- Experience and knowledge of Friends education and the wider Friends (Quaker) community. Preference will be given to RFS Alumni.
- Self-driven and ability to work independently.

#### **Job Description and Main Areas of Responsibility:**

- Write compelling articles, success stories and communications designed to keep the wider Friends School community abreast of news and development at the school.
- Take a leading role in the building and management of RFS global alumni network through the recently created online database.
- Encourage alumni networking and volunteerism using the alumni social media outlets as well as personal relationship building with alumni locally and abroad.
- Prepare, edit and disseminate regular correspondence with alumni
- Have some skills in taking photographs and videos for social media purposes.
- Plan for alumni events, gatherings and reunions.
- Oversee the content of the school's website, and social media outlets ensuring up-to-date and dynamic information and content.
- Take initiative in developing new communications vehicles for the school both online and in print.
- Any other related tasks as assigned by the Director or the Communications and Development Associate.

Interested candidates should send a CV/resume, a letter of interest including areas of expected contribution to RFS, and the names and contact information of three professional references. All submissions need to be in English. Applications should be sent electronically to [application@rfs.edu.ps](mailto:application@rfs.edu.ps) by **30th January 2017** (indicate 'Communications Officer' in the Subject line). Expected appointment date is as soon as a suitable candidate is identified. *Only shortlisted candidates will be contacted.*