

and public interest groups.

- Constantly seek and maintain sponsorships for all RSCN's projects, events, and publications when possible.
- Participate in general staff meetings, workshops and brainstorm sessions when requested to do so.
- Any other duties that may be required of the position

Additional duties and Challenges

- Contribute generally to team work within the division and maintain a good, positive, and diplomatic attitude to all RSCN staff, clients, and any other people with whom you communicate.

Job profile/knowledge and tasks/ qualifications

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Bachelor's degree in PR, communications, marketing, journalism or any directly related discipline.
- Minimum 3 years experience directly related to the duties and responsibilities specified.
- Computer literate.
- Efficiency in handling work pressure, while maintaining good team spirit
- Outstanding command of spoken and written Arabic and English.
- Knowledge of public relations, communication principles, media, direct mail, and marketing techniques.
- Knowledge of publishing procedures and requirements.
- Ability to plan, organize, and coordinate media activities and promotional events.
- Ability to create, compose, and edit written materials in Arabic and English.
- Ability to manage and motivate others.
- Strong problem solving skills
- Takes initiative
- Environmentally conscious
- Ability to work and build good relationships with individuals from diverse backgrounds.
- Prepared to travel to local and international destinations, and stay overnight when required.

Approved by:

Name of the staff:

Division Director: Chris Johnson

Date of the approval.....