# Institut Arabe des Droits de l’Homme

# Communication Coordinator – Civic Horizons- AIHR

Type of contract: Tunisian National Contract

Location: Tunisia with possible visits to MENA Countries

Duration: 1-year renewable based on the performance

Starting date: September 2022

**The Arab Institute for Human Rights**

The Arab Institute for Human Rights is an independent regional non-governmental organization based in Tunisia. It was founded in 1989 on the initiative of the Arab Organization for Human Rights, the Union of Arab Lawyers and the Tunisian League for Human Rights and with the support of the United Nations Center for human rights.

The Arab Institute for Human Rights aims to promote a culture of human rights as enshrined in the Universal Declaration of Human Rights and international conventions, and to strengthen the values of democracy and citizenship in the Arab region.

**Context:**

Civic Horizons is a regional consortium present in six countries (Morocco, Tunisia, Libya, Iraq, Jordan and Lebanon). It endeavors to improve conditions for Civil Society (CS) in unique, innovative, and strategic ways. The overall action is piloting a holistic approach that brings together sets of strategies, tools, and knowledge that address the operational space of civil society through policy and legal lenses, as well as social and cultural lenses—with intersectionality and human rights-based approaches as a methodological backbone. This means that the way we seek to create change stands central to the program. The processes we roll out through our activities consider power dynamics and how to share power by creating space at the decision-making table. The values of human rights, transparency, participation and ownership stand central in the governance and management itself of the program.

The Consortium envisions a future where Civil Society actors and communities, especially youth, women, and marginalized groups (YWM), can participate in enabling a civil society environment that advances human rights, democracy, and fundamental freedoms throughout the MENA region.

Civic Horizons is a three-year programme 2022-2024 co-funded by the EU.

Reporting to the Programme Manager, the communication coordinator contributes to supporting the Communications of the programme in executing and monitoring communications strategies. This role involves creating public relations and marketing materials such as press releases, blog posts, and newsletters. In addition, it involves tracking and reporting analytics on marketing and communications campaigns and coordinating promotional events.

**Job responsibilities of Communication coordinator will include, but are not limited to:**

* Develop and implement a communications strategy designed to further the project objectives
* Stay up-to-date with all social media platforms ensuring maximum effectiveness
* Respond to media inquiries and maintain relationships with journalists and other members of the press
* Write a variety of different content to support communications and marketing efforts, including newsletters, website copy, and brochures and press releases
* Monitor analytics and create reports detailing the successes and failures of communications campaigns and strategies
* Stay up to date on scene trends and make recommendations for adjustments to communications strategies and practices
* Plan press conferences and other promotional events to help keep the organization top of mind
* Coordinate volunteers, support staff, vendors and more to support promotional events
* Perform outreach to press outlets, magazines, influencers and build strategic partnerships to grow the programme visibility

**Position Qualifications:**

* +2 years’ experience in a communications or marketing role
* Able deliver creative content (text, image and video)
* Able to use graphic design, video editing, web development, and photography applications such as Adobe Photoshop, illustrator, and InDesign
* Exceptional writing and interpersonal communication skills
* Familiar with MS Word, Excel and PowerPoint and capable of creating visually compelling presentations
* Fluency in Arabic, English, French and is required
* Superior time management and organizational skills and ability to meet deadlines
* An analytical mind and ability to think critically
* Ability to work both independently and as part of a team
* Knowledge of email marketing software
* Proven knowledge of communications and marketing ethics and best practices
* Proficient public speaking abilities
* Proven ability to solve problems creatively
* Previous experience in Civic space
* Previous experience with INGOs and EU is a plus
* Solid organizational skills, including multitasking and time-management
* Building commitment within the team.
* Ability to work harmoniously with colleagues from various cultures with respect for diversity and gender equality

**How to Apply**

Interested candidates with the required qualifications are invited to send their CV as well as a cover letter in English Language mentioning in the subject line: (Application - Communication coordinator – Civic Horizons) to the following email address: [aihr.iadh@gmail.com](mailto:aihr.iadh@gmail.com) before **05/09/2022**

Only preselected Candidates will be contacted.