

Job description

Position: Designer, Social Networking and Communications Assistant

Reports to: Communication & Marketing Manager

Liaises with: the Cultural Department, the Academic Office, the Multimedia Library, the Reception and the Translations Department

Duties: Designing communication tools, developing social media networking and participating in communication strategies

➤ **Main responsibilities**

❖ **Designing**

- Creating and improving communication tools (flyer, poster, brochure, banners etc...)
- Creating new communication tools

❖ **Social Networking**

- Managing & improving Alliance Française's social network (Facebook, twitter, instagram, Google +, ...)
- Promoting cultural events and Alliance Française's activities on social media platforms
- Extracting data from internet and social media for strategic use

❖ **Communications Assistant**

Shall assist the Communications & Marketing Manager in:

- Communication strategies
- Marketing strategies

➤ **Education and Experience**

- Bachelor's Degree in Designing. A good knowledge in communication will be an advantage
- At least one year experience in Designing. Experience in Communication will be an advantage

➤ **Key Competences**

- Excellent computer skills (InDesign, Photoshop, Illustrator, CorelDraw, Joomla etc...)
- Excellent skills in modern designing
- Excellent communication skills
- Good writing skills
- Ability to analyse
- Ability to work effectively under pressure to meet tight deadlines
- Ability to work in a team
- Ability to work independently
- Dynamism

Position starting on: 25th May 2015 (for a duration of 3 months initially)

Salary & advantages: Depending on experience.

Application: Send a motivation letter, your CV and your portfolio (or examples of your design work) by email to com@afaccra.com before 19th May 2015.