

## 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:** 25<sup>th</sup> 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](mailto:com@afaccra.com) before 19<sup>th</sup> May 2015.