



Announcement Number: ARCE/19-012

Issue Date: 05/28/2019

Closing Date: 06/21/2019

Subject: Employment Opportunity

COMMUNICATIONS ASSOCIATE – Alexandria, Virginia

The American Research Center in Egypt (ARCE) is seeking applications from qualified individuals to provide professional services as further described in this Announcement.

Applications from interested candidates must be submitted by the closing date indicated above and must be submitted ONLY in email format to the specific email address, Recruitment@ARCE.org. Paper copies of resumes or CVs will NOT be accepted. Incomplete applications will not be considered.

This solicitation in no way obligates ARCE to consider or select an applicant, nor does this commit ARCE to pay any costs incurred by individuals for the preparation or submission of applications.

Questions regarding this Announcement must be directed by email to the Point of Contact specified in Paragraph J. Please do not call the ARCE office about the status of a candidacy or selection.

A. General Information

1. **Solicitation Number:** ARCE/19-012
2. **Open to:** Qualified candidates who are legally able to live and work in the U.S.
3. **Issue Date:** 05/28/2019
4. **Closing Date:** 06/21/2019
5. **Job Title:** **COMMUNICATIONS ASSOCIATE**
6. **Schedule:** This is a full-time position.
7. **Place of Performance:** Alexandria, Virginia
8. **Salary:** Shall be determined at the time of selection and will be commensurate with the selectee's experience and prior salary history.

B. Basic Duties and Responsibilities:

Coordinates the design and production of ARCE print materials and publications including the member magazine, brochures, academic journals, direct mailings and branded promotional items. Performs the final proofing and editing of items sent to commercial printers and publishers. Assures quality control and delivery of print materials. Serves as the Point of Contact for the editors of multiple ARCE publications. As a member of the Communications Team, carries out projects for the design and development of original content for the ARCE website and social media channels with

an emphasis on outreach to U.S. audiences. Proofs and edits content used in email messaging, membership drives, fundraising campaigns, monthly announcements and Annual Membership Meeting materials.

C. Reporting Relationship: This position reports to the Associate Director for US Operations.

D. Supervision Exercised: None.

E. Physical Demands: No particular physical demands.

F. Eligibility for Consideration: Candidates must be either U.S. Citizens or Legal Permanent Residents of the United States.

G. Minimum Qualifications REQUIRED for consideration:

- 1. Education:** Bachelor's Degree (B.A., B.S. or equivalent) in Marketing, Media Communications, Journalism, English or a closely related field.
- 2. Prior Work Experience:** Candidates must have at least 3 years prior experience in the field of communications, editing, marketing, journalism, public relations or a similar field. Volunteer and Internship experience in these fields is creditable.
- 3. Skills and Abilities:** Professional level editing and writing skills are essential for the high-quality publication of print and digital media products. General artistic design and layout skills are needed for the production of promotional materials. Candidates should also have solid skills in social media platforms, email marketing software, CSM software, Adobe Creative Suite, content management systems and print production methods. Expertise in using standard Microsoft Office products (Word, PowerPoint, Publisher, etc.) is essential.

H. Evaluation of Applicants and Selection Criteria

Applications will be screened initially for determination of eligibility and minimum qualifications. Candidates who do not meet the basic eligibility for consideration described in Item F (above) will not receive further consideration. Next, candidates who meet or exceed the minimum Qualification Requirements listed in Item G I through G3 will receive consideration and will be rank-ordered in accordance with the listed qualifications. Applicants are encouraged to address each of the listed requirements in their application. Omission of a description of an individual's qualification on the application may result in a low ranking. Only the Top-Ranked candidates will be contacted for an interview. ARCE will screen candidates for nepotism and conflict of interest concerns.

I. How to Apply: To ensure consideration for this announcement, applicants must reference the Announcement Number and Job Title in the subject line of an email in the following manner: ARCE19-012 – Communications Associate, to be sent to Recruitment@ARCE.org. The email should include as attachments, a completed resume or curriculum vitae. Candidates should include starting and ending employment dates in the description of prior work experience and the complete name and contact information of the current and prior employers. The application package may also

include photocopies of educational certifications (e.g. University transcripts, diplomas, certificates, etc.) and writing samples. Employment Reference letters are optional.

- J. Questions regarding this Announcement:** Questions may be emailed to Recruitment@arce.org, referencing the Announcement Number in the Subject Line. Questions regarding the status of a candidacy cannot be answered.

The American Research Center in Egypt is an Equal Opportunity Employer and supports a multi-cultural work environment that includes diversity of gender, nationality, race, culture, religion, ethnicity and educational background. Candidates from minority or indigenous groups and persons with disabilities are encouraged to apply.

The American Research Center in Egypt is committed to prevent workplace harassment, workplace violence and discriminatory employment practices.