



Announcement Number: ARCE/19-014

Issue Date: 06/03/2019

Closing Date: 06/21/2019

Subject: Employment Opportunity Announcement

DIGITAL & PRINT CONTENT COORDINATOR, Cairo, Egypt

The American Research Center in Egypt (ARCE) is a private, nonprofit organization that supports research on all aspects of Egyptian history and culture, fosters a broader knowledge about Egypt among the general public and strengthens American-Egyptian cultural ties. ARCE seeks a Digital & Print Content Coordinator with a broad communications skillset to join our Communications Team and welcomes interest from qualified individuals to provide professional services as further described in this Employment Opportunity 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 announcement 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 employment opportunity must be directed by email to the Point of Contact specified in this announcement. Please do not call the ARCE offices about the status of a candidacy or selection.

A. General Information

1. Announcement Number: ARCE/19-014

2. Open to: Egyptian nationals and legal permanent residents of Egypt with a valid work permit.

3. **Issue Date:** 06/03/2019
4. **Closing Date:** 06/21/2019
5. **Job Title:** **DIGITAL & PRINT CONTENT COORDINATOR**
6. **Proposed Compensation:** Pay Band will be determined at the time of selection and will be based on the candidate's prior experience and salary history.
7. **Place of Performance:** Cairo (Garden City), Egypt.
8. **Length of Engagement:** One year, with renewal options. The first year is subject to the satisfactory completion of a 3-month probationary period.
9. **Work Schedule:** Full-time; 40 hours per week (8 hours per day).

B. Key Responsibilities:

The position is responsible for developing visual and informational content for a worldwide audience with an interest in Egyptology, archaeology, anthropology, Islamic and Coptic studies and cultural heritage preservation. The position develops and coordinates both original and shared content and social media channels and supports the general communications operations for ARCE.

Specific responsibilities include:

- Coordinating articles and informational materials for distribution on ARCE social media channels (e.g. Facebook, Instagram, Twitter, etc.) in both English and Arabic. Drafts and posts social media content.
- Adapts sourced material for the appropriate media channel and target audience.
- Assists in the production of short videos of ARCE projects, research and programs.
- Assists in researching and drafting original materials for ARCE's communication channels.
- Monitors, measures and evaluates social media metrics and website statistics to enhance a strong user presence across all ARCE media platforms.
- Implements efforts to expand public interest in the ARCE Mission and programs.
- Collaborates with others to contribute high quality content and personal stories to engage scholastic, academic and public interest in ARCE activities.

C. Reporting Relationship: Reports to the ARCE Communications Manager.

D. Supervision Exercised: None.

E. Physical Demands: None.

F. Eligibility for Consideration: Candidates must be legally eligible to live and work in Egypt. Documentation of eligibility may be required as part of the application process.

G. Minimum Qualifications REQUIRED for this position:

- I. **Education:** Bachelor's degree (B.A., B.S. or equivalent) in Marketing, Communications, Journalism or a closely related field.

2. **Prior Work Experience:** At least 3 years prior professional experience in the field of communications, social media, marketing, journalism, public relations or a similar field. Volunteer, fellowship and internship experience will be creditable. Prior experience in proofreading, editing and writing is essential.
3. **Language Proficiency:** Fluency in English and Arabic is required.
4. **Skills and Abilities:** Proficiency in MS-Publisher, PhotoShop, InCopy, HTML-5, Social Media platforms, content management systems, video production and editing technology and design software is required. A strong interest in Egyptology, archaeology, anthropology, art history or cultural heritage preservation is a plus.

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 G1 through G4 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 Top-Ranked candidates will be contacted for an interview. ARCE will screen candidates for nepotism and conflict of interest concerns.

How to Apply: To ensure consideration for this employment opportunity, applicants must reference the Announcement Number and Job Title in the subject line of an email in the following manner: **ARCE19-014 – Digital & Print Content Coordinator**, to be sent to Recruitment@ARCE.org. Candidates should include starting and ending employment dates in the description of prior work experience, the complete name and contact information of the current and prior employers. The application package should also include photocopies of educational certifications (e.g. University transcripts, diplomas, certificates, etc.). Candidates may include writing samples in the application package. Employment Reference letters are optional.

- I. **Questions regarding this Solicitation:** Questions may be emailed to Recruitment@arce.org, referencing the Vacancy Announcement Number VA-19-014 in the Subject Line. Questions regarding the status of a candidacy or a selection 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.