



Habitat for Humanity Lebanon is seeking a Resource Development and Communications Coordinator:

Responsibilities:

- Fundraising, networking and outreach to local and int'l donors
- Grant proposal writing and reporting
- Maintaining communication outlets (Social Media, Website, Media, etc)
- Coordinating needed logistics for visitors and workshops at the HFHL Office
- Coordinating and maintaining volunteer outreach and raising awareness in the community
- Assisting in the Monitoring and Evaluation process
- Researching potential partnerships within the program

Qualities & Skills Required:

- Minimum of Bachelors Degree in Social Sciences (Political Science, International Affairs...), Social Work, Communications, etc
- Minimum of 1 year experience in Grant management. (Preferably in the non-profit sector)
- Experience with social media and other media and communication sources
- Fluency in English and Arabic - writing and reading. French is a plus
- Superior oral and written communication, presentation, and interpersonal skills
- Excellent time management skills
- Ability to travel within Lebanon and abroad

Please send electronic submission, including C.V. and a letter of introduction, with "RDC" in subject line to nohfh1@gmail.com by November 16th, 2012.

Only short listed candidates will be contacted.