



## **The Arava Institute is seeking a Communications Associate**

### **Job Description (100% position)**

The Communications Associate manages the Institute's web and social media presence, public relations, and provides general communications support to the Institute's departments and management.

### **The Responsibilities include:**

- Develop and create high quality visual media, in-house and in coordination with relevant professionals; Organize and oversee media library
- Writing/Editing – material for publication on the website, the blog, Facebook, Instagram, other social media and other formats and press releases
- Host journalists and present the Institute
- Participating in Institute events and conferences for media and communications
- General communications support for Arava Institute departments (graphic design, publications, documentation of events and achievements, social media campaigns)

### **Skills and knowledge required:**

- Excellent English – required; Hebrew and/or Arabic - preferred
- Excellent writing skills - required
- Previous experience working in social media, websites, (writing and/or graphics) – advantage
- Excellent interpersonal communications
- Initiative and independence
- Ability to work on a team
- Good organizational skills

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**Supervision: the Deputy Director**

**Position: fulltime**

**Commencement of position: immediate**

**If you are interested in the position please send your CV to [info@arava.org](mailto:info@arava.org)**