



JOB DESCRIPTION

Project Communication Manager

Location: Fair Trade Lebanon- Hazmieh

Type of Contract: Limited Contract

Location: Hazmieh – On site

Languages Required: Excellent writing skills in French & English

Reporting to: Marketing & Communication Director

JOB SUMMARY

We are seeking a Project Communication Manager to lead and execute communication strategies for our donor-funded project. The ideal candidate will be responsible for ensuring clear, effective, and impactful communication between internal teams, donor, partners, and beneficiaries while enhancing the visibility and credibility of our initiatives.

ROLES AND RESPONSABILITIES

- Develop and implement communication strategies that align with project goals, donor requirements, and organizational objectives.
- Create compelling content for various channels, including donor reports, project updates, press releases, social media, newsletters, and case studies.
- Ensure compliance with donor visibility guidelines and branding requirements in all communication materials.
- Coordinate and manage media relations, ensuring positive coverage and outreach for donor-funded initiatives.
- Document project achievements, success stories, and impact through storytelling and multimedia content.
- Facilitate internal communication between project teams, leadership, and external stakeholders to ensure transparency and coordination.
- Oversee the production of project-related communication materials, ensuring alignment with brand identity and donor expectations.
- Support advocacy efforts by developing key messages, talking points, and campaign materials to highlight project impact.
- Monitor and evaluate the effectiveness of communication strategies, providing insights and recommendations for improvement.
- Represent the organization in donor meetings, conferences, and public engagements.

QUALIFICATIONS

- Bachelor's or Master's degree in Communications, Public Relations, Journalism, International Development, or a related field.
- Proven experience in communication roles within NGOs, donor-funded projects, or humanitarian organizations.

- Strong writing, editing, and storytelling skills, particularly in drafting donor reports and success stories.
- Experience in developing and executing communication campaigns for development or humanitarian initiatives.
- Proficiency in social media management, digital storytelling, and donor compliance requirements.
- Ability to work under pressure, meet deadlines, and manage multiple tasks in a fast-paced environment.
- Strong interpersonal skills and experience engaging with donors, partners, and communities.
- Knowledge of media relations, crisis communication, and advocacy is a plus.
- Experience working with international donors (e.g., USAID, EU, UN agencies, World Bank) is preferred.
- Multilingual skills, particularly in French are an advantage.

PREFERRED SKILLS

- Willingness to commit to the Fair Trade standards
- Experience in managing communication for large-scale, multi-donor projects.
- Familiarity with humanitarian and development sector reporting standards.
- Understanding of data visualization tools and multimedia storytelling techniques.

APPLICATION SUBMISSIONS GUIDELINE:

- Interested applicants to send their cover letter and CV to careers@fairtradelebanon.org
- Only shortlisted candidates will be contacted.