

Misk Schools Job Description – Communications Officer

Job Title	Department	Salary Grade
Communications Officer	Communications and Marketing	TBA

1	Reports to:
	Director of Communications and Marketing

2	Core Purpose:
	The core purpose of the Communications Officer is to be the school’s bi-lingual ‘storyteller’, ensuring that all written communication with internal and external stakeholders is engaging, accurate, and error free in both Arabic and English, and that it conforms to Misk Schools guidelines.

3	Responsibilities:
	<p>The Communications Officer will:</p> <ol style="list-style-type: none"> <li>1. Report on and write in English and Arabic about all school functions and activities for the school's public website. This will require an ability to forge strong relationships with key stakeholders</li> <li>2. Write, edit and proofread content in both languages for a variety of promotional materials (press releases, newsletters, website, school brochures, leaflets, advertisements, advertorials, opinion articles/ by-lines, videos, etc.)</li> <li>3. Write content in both languages for the school’s social media platforms (Facebook, Twitter, LinkedIn, Instagram and YouTube)</li> <li>4. Develop and maintain the Misk Schools’ writing style guide</li> <li>5. Edit, rewrite and/or proofread communication/ correspondence (English and Arabic) written by the school management and faculty for external stakeholders</li> <li>6. Translate materials from English to Arabic and vice versa</li> <li>7. Liaise with external agencies for the provision of specialised translation services</li> <li>8. Undertake additional duties as and when required by Director of Communications and Marketing</li> </ol>

4	Qualifications
	<ul style="list-style-type: none"> <li>• Bachelor’s Degree in English.</li> <li>• Diploma in translation (Arabic-English)</li> <li>• English Language certification at Common European Framework (CEF) level C2 eg, Cambridge Proficiency, IELTS 8.0 or equivalent</li> </ul>

5	Experience
	<ul style="list-style-type: none"> <li>• A minimum of four years’ experience working as a writer/editor/reporter for a newspaper/ magazine, as part of an in-house team or in a freelance capacity. Experience in education would be beneficial.</li> </ul>

## Misk Schools Job Description – Communications Officer

**6**

### **Commitment and Abilities**

- Advanced ability to communicate professionally in written and spoken English and Arabic
- Evidence of good organizational skills, including record keeping/ archiving
- Team player with the ability to develop and maintain critical relationships internally and externally, including with people from other cultures
- Proactive approach and enthusiasm for working in an environment of positive change and development
- Ability to be flexible, organize own workload, attention to detail, work under pressure, and meet agreed deadlines
- Commitment to professional development by taking part in training, mentoring, and coaching
- Proficiency in the use of IT for administration purposes and specialised translation software