



The Latin Patriarchate of Jerusalem is currently looking for qualified candidates for the current job post; **Media Officer – Full Time Duty**, under the direct supervision of the Media Office Director at the HQ in Jerusalem.

#### General Overview:

The Media Office of the Latin Patriarchate works as a broadcasting mediator between the Latin Patriarchate of Jerusalem and the outside world. Under the supervision and reporting directly to the Media Office Director, the Media Officer will be responsible for covering events, writing articles, preparing press releases, conducting interviews, according to the Patriarchate's institutional editorial line for media production. S/he will work proactively to develop the communication of the diocese by staying in touch with other media outlets, handling different media queries and keeping abreast of local and international affairs and current events, while assisting other departments in the multilingual translation mainly the French and Italian language. The Media Officer will assist the team who collaborates with the Chancellery and the different departments at the HQ, and the external segments of LPJ, to write press releases and related articles about the different projects and news of the Patriarchate across the Holy Land. The Media Officer must be ready to work over the weekend and/or evening work shifts. Work involves traveling within the region and Jordan.

#### Responsibilities and tasks:

- Assist in the elaboration and effective implementation of LPJ's communication strategy.
- Work closely with the LPJ Media team to write, draft, edit and translate media materials, articles, and publications of the different news of LPJ and the Diocese in Arabic, English.
- Develop media communication products and press materials for publicity, including drafting of media/press briefings and releases, distribution to the target groups.
- Write, edit, and post new web content, and update the related website and social media accounts.
- Proofread and write media statements, materials, reports, and proposals in short time frames.
- Develop the LPJ Web site Arabic/English Language section (fixed parts such as priests biographies, parishes..etc) and enrich it with articles and news of the pastoral life in the different Diocese.
- Perform media coverage of the different press conferences conducted by LPJ and its entire network.
- Attend weekly meetings with other Christian media journalists and communication officers.
- Support the media office team to deliver full coverage of the recent news about the work and services of the institution and its segments, as well as the ongoing and potential LPJ projects for fundraising purposes.
- Conduct advocacy work and prepare communications products for different projects.
- Coordinate with other departments the media data and materials for website release.
- Coordinate the media division work plan with other Catholic Media Centers in the Holy Land and Jordan.
- Maintain and update the Media Office archiving system (articles, pictures, and videos).
- Perform other related duties as assigned by supervisor.
- Participate in training as requested by the administration.

#### Requirements:

- A minimum of a bachelor's degree in media studies, communication, journalism, or any related field.
- Minimum of 2-3 years of relevant work experience in media and communications.
- Excellent command in Arabic and English Language. (French/ Italian and/or Hebrew is a plus).



**Competencies:**

- Excellent written and oral communication skills in both Arabic and English Language.
- Strong IT skills and excellent knowledge of computer tools, office software, web, and layout design tools.
- Good knowledge and experience in handling web-based management systems.
- In-depth knowledge and understanding of social media platforms.
- Strong interpersonal, organizational and presentation skills.
- Strong reporting, translation and editing skills.
- Good experience in writing feature articles. Creative in both written and visual medium.
- Ability to manage time, multi-task and excel in a deadline-oriented environment
- Strong team player, with ability to work independently as well as in a team setting
- Capacity to work in a multi-cultural environment.
- Strong identification with LPJ core values.
- Willingness to travel within the region and Jordan.
- Valid driving license.

All applications will be handled in strict confidentiality. A cover letter along with a curriculum vitae should be submitted in English no later than **Aug 6<sup>th</sup>, 2022** only by email at: [hr@lpj.org](mailto:hr@lpj.org)

Indicate the post you are applying to in the email subject.

Only short-listed candidates will be contacted.