



Terms of Reference

Programme Communications Officer

Jordan Country Office

Background

Turquoise Mountain is a non-profit, non-governmental organisation specializing in urban regeneration, business development, and education in traditional arts and architecture. We seek to provide jobs, skills, and a renewed sense of pride in communities, through heritage.

Context

Turquoise Mountain has established a project in Jordan to support artisans and preserve heritage. The project works across high-end craft production for international markets, vocational training in traditional skills, and cultural heritage outreach.

Turquoise Mountain is seeking to hire a passionate **Communications Officer** to run their communications and engage with a local and foreign audience in both Arabic and English.

Roles and Responsibilities

- Partnership communications support - including producing and curating regular bundles of images and creating short-films
- Designing, writing and coordinating social media updates to promote our programme and partnership work – Instagram and Facebook posts and content creation for our blog
- Donor and fundraising communications support - writing case-studies, producing and curating imagery for donor reporting and funding bids as required
- Communications input on events, and VIP donor visits - creating digital and direct marketing content, and designing itineraries
- Planning and managing the Turquoise Mountain Jordan YouTube channel through the production of visual content – creating short films
- Approaching and managing local and international media regarding Turquoise Mountain's work in Jordan
- Creating fact sheets, case-studies, brochures and other communication materials for our programme work

Qualifications

- Experience with visual content creation and management of social media channels,
- Excellent oral and written communications skills in both Arabic and English,
- Command of iMovie or other film production software is highly desirable,
- InDesign, Illustrator or Photoshop is a plus,
- Experience working in the arts and culture sector,
- Experience working in a non-profit environment is desirable.

Application Process

To apply, please submit the following in one PDF document to vacancy.jo@turquoisemountain.org by 20th January 2021 (Email title: Programme Communications Officer - Jordan)

- 250 words in English about your background, experiences and motivations for this post highlighting your communications experience,
- A one-page resumé,
- A two-page portfolio with samples of your work,
- Please include your e-mail and phone number.

The selection process will include two interviews and only shortlisted applicants will be contacted.

More Information

- Contract type: Full-time contract (Sunday to Thursday), 11 Months with two months' probation period
- Base: Amman
- Reports to: Partnership & Development Lead
- Salary: Commensurate with experience
- Other benefits: Local work-related transport

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