



Job Description  
**COMMUNICATION COORDINATOR**  
(Fixed Term Contract)

The Observatoire Méditerranéen de l'Énergie (OME) is an association of leading energy companies operating in the Mediterranean region. The OME is committed to bringing together the knowledge and experience of its members and is a unique forum where its Members can work together to address the energy and environment challenges of the Mediterranean.

We are searching for a talented and professional Communications Coordinator to join our dynamic team to help carry-out the communication and outreach activities of the UfM Gas Platform. Your duties will be diverse and multi-faceted, therefore excellent professional skills are vital for this role.

The successful candidate will help create promotional materials, contribute to the development of the UfM Gas Platform websites, organize meetings and presentations, and interact with members/partners to effectively deliver the UfM Gas Platform's message to the public and the media. You must possess excellent written and verbal communication skills and have solid knowledge of social network trends.

**Job Duties:**

- Organize and coordinate UfM Gas Platform workshops and meetings, press conferences, and presentations (for example, pre-event planning, venue, catering, travel, delegate packs).
- Write content for both print and Web including the UfM Gas Platform's website, blog, brochures, and newsletter.
- Create and update the UfM Gas Platform contacts database.
- Organize and direct promotional events.
- Recommend techniques to improve the UfM Gas Platform's public image.
- Make sure that all promotional and marketing materials meet the UfM Gas Platform's brand identity strategy.
- Identify and resolve any issues with promotional content in a timely and professional manner.
- Serve as point of contact for media and public questions.
- Assess and report on the effectiveness of communication strategies.
- Provide assistance in preparing the publications and relevant documents for dissemination.

## Qualifications: education, experience and languages

- A university degree in communication, journalism, energy or other relevant discipline, preferably at Master's level.
- Good written skills, with the ability to convey key points clearly and concisely.
- Excellent communication skills in English both written and verbal. The knowledge of another language, (French or/and Arabic), would be an advantage.
- Experience in planning and organizing business meetings.
- Proficiency in Word, editing softwares, Excel and PowerPoint is necessary. Good knowledge of other softwares (web, photoshop etc) desirable.
- Experience in managing websites and social networks tools.
- The ability to work under pressure and meet tight deadlines.
- Experience or knowledge in the energy field would be an advantage.

The contract is fixed term until the end of 2019 but could be extended. The salary is competitive, commensurate with experience and qualifications. Applicants should submit a letter of interest, curriculum vitae, and the names and contact information for two references, by 22 April 2019. All correspondence should be emailed to: [ome@dome.org](mailto:ome@dome.org)