The CENTER for VICTIMS of TORTURE
Restoring the Dignity of the Human Spirit

# JOB ADVERTISMENT

**Organization:** The Center for Victims of Torture (CVT) provides rehabilitative support to survivors of torture and works for the prevention of torture worldwide. We work locally, nationally and internationally through programs that provide treatment services, training, research and advocacy that heal survivors and end the practice of torture.

**NOTE**: This position is offered in the New Tactics in Human Rights MENA Initiative program. For more background on our work, visit: www.newtactics.org. To learn more about the overall work of CVT visit: www.cvt.org.

**Position:** **MENA Digital Media Coordinator**

**Location:** **Based in Amman-Jordan**

**Initiative Summary:** The MENA Initiative is a component of the New Tactics in Human Rights Program at the Center for Victims of Torture (CVT), providing capacity building training and online networking to the broad human rights community to share experiences and exchange resources and tactical ideas to advance human rights around the world.

**Objective:** The New Tactics MENA Digital Media Coordinator engages human rights activists from the MENA region in online exchange, and manages the Arabic website content.

**Reports to:** **MENA Initiative Manager**

**Internal contacts:** **CVT-Jordan/MENA Region**:

MENA Initiative Manager, MENA Lead Trainer, MENA Training Assistant, Financial Consultant, CVT-Jordan staff, Technical Support & IT Specialist; HR Manager; Outreach & Partnership Manager; Country Director; and others as program needs arise.

**CVT – Headquarters:**

New Tactics Program Manager, New Tactics Training Manager, New Tactics Online Engagement Coordinator, and others as program needs arise

MENA partner organization staff, training and capacity building organizations, and other human rights practitioners and organizations

**External Contacts:**

**Key Responsibilities & Duties:**

**50% Development and Management of New Projects**

- Provide input in the development of an interactive tactical mapping tool (TMT).
    - Provide guidance and support on the development of the Arabic language version of the tool
    - Become an expert on the functionality and use of the TMT and serve as the primary support person for Arabic related issues within the region.
- Work in coordination with HQ and the New Tactics Online Engagement Coordinator, Training Manager, and MENA staff and trainers to design and develop e-learning courses in Arabic.

**20% Content Management and Creation**

- Manage the Arabic website content by serving as the point-person for the team in adding new content to the website.
- Research and develop tactical summary content for the website based on information shared in the online conversations and regional Arabic language publications.
- Develop articles for publication on the New Tactics Arabic and English blogs by working with community partners to identify guest authors.
- Create additional Arabic content and resource materials not identified above (audio, video, etc.)

**20% MENA Online Community Building**

- Research and identify organizations and individuals for outreach regarding potential conversation facilitators/partners and participants
- Research human rights topics and develop conversation descriptions, themes and framing questions to be utilized in monthly Arabic online conversations.
- Coordinate, host and facilitate New Tactics Arabic online conversations
- Help to identify English language online dialogue participants from the MENA region
- Manage the New Tactics Arabic/MENA Hub social media accounts (Facebook and Twitter)
- Write and send the Arabic New Tactics Newsletter (using MailChimp)
- Keep track of key performance indicators to help us track the impact, success and room for improvement of our Arabic online community efforts.

**10% Website Support and Coordination**

- Communicate all website issues to the New Tactics Online Engagement Coordinator in a timely manner
- Identify new opportunities to share New Tactics content to meet the needs to the Arabic language audience
- Assist in identifying and troubleshooting maintenance issues on the New Tactics website.
- View and analyze Google Analytics data and report on trends and opportunities.

**Qualifications:**

- Native Arabic speaker required, fluent in English.

- Strong computer skills.
- Strong understanding of website technology, managing web content, social media, and Site Engine Optimization (SEO).
- Demonstrated ability to develop new online tools
- Creative thinker and excellent communicator, with an ability to use both data and intuition to inform decision making.
- Strong commitment to advancing human rights. Human rights promotion, research and educational experience strongly preferred.
- Excellent written and verbal communications skills in Arabic and English. Experience with developing regular communications (articles, blogs, newsletters, monthly reports, etc.).
- Good detail organization and ability to manage multiple tasks at once within established deadlines, ability to work independently and be a self-starter.
- Demonstrated ability to work cross-culturally and ability to work collaboratively within a small team.
- Demonstrated understanding of visual design best practices.

**SKILLS (REQUIRED)**

- Knowledge of Content Management Systems: Drupal & Wordpress
- Basic knowledge of HTML
- Adobe InDesign
- Understanding of Google Analytics

**SKILLS (PREFERRED)**

- Advanced knowledge of HTML and CSS
- Adobe CC: Illustrator, Photoshop, Premier Pro, After Effects
- Understanding of Learning Management Systems (e-learning)

## CERTIFICATES, LICENSES, REGISTRATIONS

None required.

## WORK ENVIRONMENT

- Typical office environment.
- Time spent on the computer is approximately 85%.
- Travel: None required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORKING HOURS:** Full time from 9:00am -5:00pm including lunch break, from Sunday to Thursday.

Please see our website below and follow the instructions for your application procedure. All applicants must send your C.V; two examples of websites, web applications, or e-learning platforms that the applicant developed or aided in the development of; and a motivation letter to the following email: newtacticsmena@CVT.ORG indicating the name of the position **[MENA Digital Media Coordinator ]** in the subject line of the email. We will only accept applications received on the email above.

Deadline for submission: **Sunday, December 17, 2017, 16:00 Amman time**. CVT will only contact shortlisted candidates to inform them on the selection process. **NOTE**: CVT- NT MENA is an equal opportunity employer and women are highly encouraged to apply.

To learn more about our program, you can also visit our:

- Facebook: https://www.facebook.com/newtacticsmena
- Twitter: @newtacticsmena
- Arabic Website: http://www.newtactics.org/ar