



**Job Title: Research & Communication Officer**

## DETAILS OF POSITION

**Organisation:** Migrant Workers' Action

**Job Title:** Research & Communication Officer

**Location:** Beirut/Hybrid

**Duration of contract:** 1 year renewable

**Rate:** \$2000.00 USD per month

**Reports to:** Policy and Communications Manager

**Responsible for:** Supporting Policy and Communications manager in maintaining MWA's online presence, conducting preliminary research, drafting statements, posts and concept notes.

Part 1: Job Description

## PURPOSE OF ROLE

We are seeking a highly skilled and experienced Research and Communication Officer to join our team. The Officer will be responsible for conducting thorough research to support organisational goals and supporting the draft of effective communications to disseminate information to external stakeholders. The ideal candidate will possess excellent analytical, writing, and interpersonal skills to effectively translate complex information into clear, concise, and engaging content.

## KEY RESPONSIBILITIES:

### *Research*

- Conduct detailed research on various topics relevant to the organisation's mission and objectives.
- Collect, analyse, and interpret data from diverse sources to support projects, reports, and policy development.
- Monitor and evaluate emerging trends, policy changes, and news relevant to the organisation's work.
- Identify appropriate research, prepares content, and handles required approvals for submissions to communication campaigns .

- Maintains an up-to-date collection of research communication materials (i.e., print and digital materials including time-sensitive brochures and a PowerPoint presentation).
- Provide coordination support to research and communications and advocacy efforts and campaigns; e.g. by supporting the organisations of workshops, trainings, seminars, as necessary.

### *Communication*

- Create, coordinate, and execute communication plans to increase public awareness.
- Write, edit, and proofread high-quality reports, articles, press releases, newsletters, and other communication materials.
- Maintain and update the organisation's website and social media platforms with relevant content.

### *Part 2: Person Specification*

#### PERSON SPECIFICATION

##### Essential Criteria:

- A degree in Communications, Journalism, Human Rights, Social Sciences, or a related field
- Minimum of 3-5 years of experience in a research and/or communication role.
- Exceptional writing, editing, and proofreading skills.
- Proficiency in using various digital communication tools and platforms, such as Canva, Photoshop. Video editing skills desired.
- Excellent organisational and project management abilities.
- Strong interpersonal skills and the ability to work effectively in a team environment.
- Familiarity with the Humanitarian sector is an asset.
- Strong research and analytical skills, with the ability to synthesise information from multiple sources.
- Commitment to the mission and values of Migrant Workers' Action.



## Desirable Criteria

- Experience in human rights law
- Knowledge of Microsoft Word, Microsoft Excel, Microsoft PowerPoint; Knowledge of social media management (i.e. Facebook, Twitter, Instagram, YouTube)
- Knowledge of communication and graphic design tools (i.e. Adobe Creative Suite).
- Knowledge of web-based management system (i.e. Google Suite).
- Knowledge of virtual meeting tools (i.e. Zoom, Skype, WebEx, Microsoft Teams).
- Ability to work under pressure and time constraint.
- Excellent written and oral communication skills.
- Previous work in assisting project management is an asset.

## HOW TO APPLY

- Email your CV and Cover Letter to [hr@mwaction.org](mailto:hr@mwaction.org)

*Migrant Workers' Action values diversity. People of all genders, ethnicities, sexualities, ages, and abilities are encouraged to apply.*