



## Human Resources Department Job Vacancy Announcement

**Job Title:** Marketing & PR Manager

**Reports to:** School Principal

**Job Status:** Full Time Job

### Job Purpose

The Marketing & PR Manager is a pivotal role aimed at providing strategic support to HIS, and to the School Principal in marketing and public relations capabilities. The Marketing & PR Office supervises the Admissions Office.

This position entails executing various tasks to enhance the effectiveness and efficiency of student and family recruitment, outreach activities, and admissions policies and procedures. As a fundamental aspect of the role, the Marketing & PR Manager is responsible for designing and executing media strategies, nurturing relationships, and identifying opportunities to enhance external impact. Additionally, the Marketing & PR Manager is responsible to develop processes, procedures, and protocols to positively influence student enrollment, school culture and climate, while fostering relationships with current students' families and the wider community.

### Major Responsibilities:

- 1- Actively engage as a member of the Leadership team
- 2- Provide support to the school leadership team in administrative functions, within the context of the role, and furthering the school's mission, goals, and vision
- 3- Coordinate effectively with the Board of Directors members to update information and prepare accurate materials
- 4- Collaborate closely with faculty and staff
- 5- Determine appropriate action within clearly defined guidelines
- 6- Execute tasks in a timely manner without undue checking
- 7- Strive to maintain and enhance professional competence
- 8- Create various materials (e.g., reports, student activities) to document activities and convey information
- 9- Develop and implement policies, procedures, and/or processes related to the office
- 10- Participate in meetings, workshops, and seminars to convey and/or gather information necessary for performing functions
- 11- Lead, recruit, and mentor marketing and PR personnel as the department expands
- 12- Adhere to School Policies and Procedures

### Qualifications

- **Degree:** Degree in Management & Leadership or Business Management or Public relations
- **Years of experience:** From 2 to 5
- **Languages:** English- Arabic

**Preferred Qualification:**

- Aligned to the Mission, Vision and Values of the School
- Organized, efficient and clear
- Open-minded with high levels of awareness to inter and intracultural matters with well-developed interpersonal skills
- Approachable and calm with a well-developed sense of humor
- Innovative, flexible and technologically adaptable
- Confident and visible as a communicator and influencer with positive attitude
- Advanced organizational skills
- Capacity to work collaboratively as the member of a team
- Keen eye for details
- A high level of commitment to customer service
- Patience and perseverance

**This job might require travelling**

**Requirements**

- CV
- Copy of the earned Degree
- Three reference letters

**Job Info**

- **Working place:** Al-Hayat International School (HIS)- Aramoun - Lebanon
- **Working days:** Weekdays (from Monday to Friday)
- **Working hours:** 7:20 am till 3:35 pm (during normal calendars)
- **Other benefits:** Transportation Allowance and Social Security