

Job Title**Information Management Coordinator****Main Functions**

The IM responsible in the LC is in charge of managing the online tools used by the LC (myaiesec.net, www.aiesec.org/qatar, LC webpage (to be created) and all office infrastructure (if it exists)) and to facilitate the proper communications in the LC and with our external environment by creating and moderating appropriate virtual channels of communication.

Subordinated to

MCVP Comm
LCVP Comm
LCP

Intercommunication with

LCVP Comm
IM responsible on the global level
Members

Ideal Profile

- Good knowledge of the AIESEC Way
- Good command in written English
- Good knowledge of HTML and web design
- Strong knowledge of AIESEC.net
- Strong knowledge in AIESEC brand and Brand XP
- Problem-solving skills
- Availability upon short notices
- Internet connection and a messenger

Responsibilities

- Developing the webpage and keeping it updated
- Cooperation with TM in order to track the use of the information technologies tools provided by AIESEC
- Coordinating with Internal Communication the use of the following: wikis, forums, blogs, social media and all the links related to AIESEC Qatar
- Maintenance of IT software and hardware at office (if exist)
- Supporting all the areas in the usage of all the IT systems of AIESEC.
- Managing electronic media appearances with Media Relations and Brand managers.
- Learn the Brand Principles
- Learn how to work with designing software

Process of Selection/Election

Work Experience:

- Experience in web design and HTML programming
- Experience in web publishing

Skills gained in the Position

- Web designing experience
- Web publishing experience
- Team management experience

Measures of Success

Key performance indicators (Measures of success):

% of plan realization

% of the web pages created and kept updated