

## **Job Title**

### **Internal Communication**

## **Main Functions**

Supporting the constant communication between teams and members of the LC, implementing the Global Branding Strategy and the internal newsletter. Keeping the communication of AIESEC Qatar positioning in AIESEC global network through active participation in myaiesec.net forums, creation of wikis, social media and so on.

## **Subordinated to**

MCVP Comm  
LCVP Comm  
LCP

## **Intercommunication with**

LCVP Comms  
Members

## **Ideal Profile**

- Good knowledge of the global branding principles
- Problem-solving skills
- Availability upon short notices
- Basic knowledge of HTML and web design
- Good knowledge of Adobe Photoshop and Corel Draw
- Creative design skills
- Internet connection and a messenger/skype
- Social Skills
- Organizational Relations
- Time Management
- Stress Management
- Listening Skills
- Project Management

## **Responsibilities**

- Receive and publish periodical information through myaiesec email
- Communicate to the LC about opportunities presented by externals
- Learn the branding principles
- Learn how to use templates and other materials
- Take content from the *Content manager* if necessary and create attractive

- announcements/newsletters/web pages upon request of teams
- Create templates for different materials and pass to *IM coordinator*.
  - Continuously keep in touch with *IM coordinator* and provide the teams with needed branding and digital promotion materials
  - Newsletter archiving

### *Process of Selection/Election*

#### **Work Experience:**

- Team-management experience
- Experience in publishing and writing
- Time management experience

### *Skills gained in the Position*

- Newsletter and website editorship experience
- HTML editor programs using skills
- Advertisement / Public Relations
- Image Creating / Editing / Processing Skills

### *Measures of Success*

#### **Key performance indicators (Measures of success):**

% of plan realization

% of the websites', newsletters created and archived, Regular information flow ensured