



**Offer de stage/ Internship offer**  
**Chargé.e de communication/ Communication manager**  
**From January 2022**

The communication manager will work in collaboration with the cultural manager and the French courses department's team.

The communication manager will be in charge of the elaboration of the communication strategy, communication plan, media plan, retro planning and budgeting including :

**1. PROMOTION & PRESS RELATIONS**

- Writing of press releases and design of press kits
- Press relations, regular exchanges with journalists
- Development of media partnerships, exchange of visibility to promote events and other media communications to promote AFB and its activities

**2. CONTENT CREATION & DISTRIBUTION**

- Production and adaptation of editorial, iconographic and multimedia content and print
- Regular graphic production to promote the venue and events (print, web, signage)
- Content management: daily updating of the website
- Design and distribution of newsletters via Mailjet
- Community management: management of the social networks and creation of adds campaigns (Facebook, LinkedIn, Instagram, Tik-Tok & Youtube)
- Video and podcast editing for Instagram & Soundcloud/Spotify

**3. MONITORING & ANALYSIS**

- Data processing for audience targeting
- Analysis and monitoring of results on social networks and newsletters
- Regular presence at events (evenings and weekends possible)

Finally, the team manager will participate in the life of the alliance with the rest of the team by helping welcome students, facilitate and communicate information between students/parents and management, follow up calls, answer the phone, inform and guide as requested to assist DELF and TEF exams preparation and organization

Language requirement: English (French and Arabic would be a supplement).

Send C.V & cover letter to [director@afbahrain.org](mailto:director@afbahrain.org)