



united
palestinian
appeal

Job Advertisement: Communications Manager DC

Position Type: Full time, exempt (not eligible to receive overtime pay)

Compensation: Commensurate with experience

Location: UPA Office, Washington, DC (On Location)

Reports to: Director of Communications (DOC)

Position Summary

In collaboration with the DOC, the Communications Manager is responsible for supporting the communications team at the UPA head office with special emphasis on deliverables pertaining to institutional partnerships, furthering UPA's visibility with new demographics, engaging UPA's constituent audiences, and assisting in the efficient management of all internal and external responsibilities that fall within the communications department.

Qualifications

1. At least 3 years of experience or equivalent academic qualifications
2. Strong track record in non-profit organizations, particularly in the area of communications
3. Undergraduate degree in related field
4. Good interpersonal skills and story-telling experience
5. Proven organizational skills and attention to detail
6. Strong time management skills and success meeting deadlines
7. Comfort working across time zones (Europe, ME & US)
8. Experience with communicating organizational goals and policies
9. Knowledge of Palestinian culture, history, and narrative
10. Ability to travel within and outside the US if necessary
11. Fluency in Arabic is desirable

Application Process

To apply, please do the following:

1. Submit a resume and one page cover letter to employment@upaconnect.org with the subject: "Communications Manager DC"

Applications are reviewed on a rolling basis.

About UPA

United Palestinian Appeal, Inc. is a 501(c)(3) New York not-for-profit corporation, with headquarters in Washington, D.C. and field and program staff in the West Bank, the Gaza Strip, Jordan, and Lebanon. Established in 1978 in New York by Palestinian-American professionals, UPA was conceived as a non-political, non-sectarian organization that would help Palestinians meet their relief and development needs.

UPA empowers Palestinians to improve their lives and communities through socially responsible and sustainable programs in health, education, and community and economic development.

transforming lives, empowering communities