

## MYGHF Community Manager

### About the position

You'll work to collaborate on the best strategy, content, branding and activities that increase engagement among the Magdi Yacoub Global Heart Foundation's (MYGHF) social media community. You'll bring our social media and community strategy to life by interacting with our audience on our social channels.

### Responsibilities:

1. **Content creation:** Develop engaging copy, monitor daily posts, moderate conversations and create marketing materials.
2. **Social media marketing:** Create, manage and grow MYGHF's presence through regular blogs, Facebook, LinkedIn, and other strategically relevant online properties.
3. **Reporting:** Track and report on key metrics across social channels and use findings to maximize engagement opportunities.
4. Maintain MYGHF's brand voice and culture in all social media communication.

### Qualifications

- Relevant graduate or undergraduate experience in public administration/affairs, international affairs, nonprofit management, fundraising
- Preferred experience with Adobe Creative Suite: InDesign, Photoshop, and Acrobat
- Relevant experience in community management and/or social media marketing
- Excellent verbal skills for clear communication (reading/writing)
- Creative thinking skills
- Understanding of/interest in global health space
- Ability to work well within a team structure, but also with a high level of autonomy.
- Ability to multitask
- Strong organizational skills and ability to meet deadlines
- Self-starter and fast learner motivated for success of team
- Strong proof-reading skills and attention to detail
- Experience working with Microsoft Office (Excel, Power Point, Etc.)
- Familiarity with Social Media best practices
- Strong interest or previous experience in Nonprofits/Philanthropy
- Arabic language skills preferred