WEBSITE MANAGER

The Arab Fund for Arts and Culture - AFAC is looking for a full time Website Manager to join its team in Beirut, Lebanon. As a Website Manager, you will be responsible for managing all aspects of the website, overseeing its performance, carrying out data analysis, and monitoring grants applications.

AFAC is open to profiles of all nationalities from the Arab region, as long as they are based in Beirut and meet the below-mentioned set of skills and experience.

Main Responsibilities

- Timely update of the AFAC website content to reflect the latest programs, grantees news, events, announcements, new projects and all related content
- Follow up with the technical support providers and web developers to ensure constant maintenance of the website and a smooth user experience
- Design and build grant application forms both on the AFAC website CMS and on third party platforms
- Monitor the open call process and provide technical assistance and guidance to applicants when needed
- Help in the design process of new AFAC online platforms, blogs and apps and oversee their development and implementation processes in coordination with in-house and/or outsourced developers and involved program managers
- Design, layout and dissemination of the AFAC monthly newsletter

Job Requirements

- A university degree in Computer science, web development, graphic design or communication
- 3-5 years of experience in Web Management or Social Media Management
- Extensive knowledge of website content management systems and related tools
- Familiarity of photo and text design tools (Adobe Creative Suite)
- Excellent communication skills in English and Arabic
- Excellent time management skills

Interested candidates are requested to provide:

1. Curriculum Vitae
2. Letter of Intent
3. Two Recommendation Letters (attesting to their skills and qualifications) from people they have worked with

Applications must be sent to jobs@arabculturefund.org **with the email subject line "Website Manager Position". The search will continue until the position is filled but priority will be given to candidates applying by September 16, 2022.**