



The US-Israel Bi-national Agricultural Research and Development Fund
"BARD"

Seeking Communications Specialist
August 2018

Title of position: Communications Specialist

Define position: Responsible for the promotional and internal documentation material of BARD

Tasks include:

- 1) Composing and editing communications material to be posted on the BARD website or disseminated by other means (including writing, approvals, storage and retrieval)
- 2) Manage updates, approvals, storage and retrieval of internal documentation (guidelines, protocols, templates)
- 3) Management of institutional analyses

Part time position: 4-5 hours per day, 5 days per week

Direct supervisor- Executive director

Skills requirement:

- 1) Languages: English writing, speaking, and reading at an excellent level. English mother tongue. (Hebrew -advantage)
- 2) Computers: high proficiency in Microsoft Office. (HTML -advantage)
- 3) Organizational and time management skills
- 4) Basic graphics

Education requirement: BA from an institution of higher education. Preference to scientific background.

Experience: 2 years Communications Specialist experience

BARD office located in the Agricultural Center, Rishon LeZion.

Please send CV to finance@bard-isus.com.

Visit our website: www.bard-isus.com