

1. Researcher:

TOR:

- Develop an action plan for the researches;
- Oral interviews with old people in the city;
- Conduct field visits to the various archives to review all books and documents about Bethlehem city and its families;
- Gather information on socio-economic conditions;
- Highlight the city's milestones;
- Gather information about customs and traditions in the city;
- Gather different materials such as diagrams, pictures and documents;
- Cooperate with the team to ensure the comprehensiveness of the study;
- Any other tasks that may be asked by the supervisor related to the position;

Qualifications:

- BA in History, Communications, Public Relations or any other relevant field related to the job;
- At least 10 years of work experience;
- Excellent communication and public relations skills;
- Excellent writing and verbal communication skills in both Arabic and English and preferably other languages;
- Ability to work under pressure.

2. Community Outreach:

TOR:

- Design and arrange creative programs;
- Provide general advice for the visitors;
- Make arrangements for the reservation for the activities;

- Plan and create different promotional materials(short film, maps fliers...);
- Working on a social media production and keeping it updated with information about Bethlehem.
- Prepare quarterly newsletter and publish them on website and social media.
- Any other tasks that may asked by the supervisor related to the position;

Qualifications:

- B.A in Business Administration, communication, public relations or any other relevant field;
- Excellent writing and verbal communication skills in both Arabic and English and preferably other languages;
- Excellent knowledge in website management and social media;
- Ability to work under pressure.