

Position Title	Media Volunteer / Media Focal Point (2)
Location/department	Damascus-
Responsible to	Program Manager
Direct Supervision of	Volunteers
Background:	<p>Mission East is a Danish international relief and development organization working in crisis-affected countries in the former Soviet Union, the Middle East, Asia and Africa. Founded in 1991 and based on Christian values, we deliver emergency relief during disasters as well as long-term development assistance. Mission East works to support vulnerable people and help local communities lift themselves out of poverty and marginalization. We work directly with our beneficiaries or through local and international partners. We constantly strive to strengthen the relevance, effectiveness, and sustainability of our program. More information on Mission East can be found at: https://missioneast.org</p> <p>Mission East has been engaged in humanitarian and development work in Lebanon and Syria through partners since 2019. To date, these interventions have centered around food security, livelihood recovery, protection, and emergency response. Mission East obtained independent registration in Syria in 2022 and has since set up an office in Damascus.</p>
Main duties and responsibilities	<p style="text-align: center;">The main responsibilities</p> <p>Field Documentation</p> <ul style="list-style-type: none"> • Document project activities through high-quality photographs and videos. • Capture project implementation, distributions, awareness sessions, trainings, community events, and success stories. • Ensure all media content reflects the dignity and privacy of beneficiaries. • Obtain informed consent before taking photographs, videos, or interviews. • Maintain organized archives of photos, videos, and communication materials. • Travel to project locations in different governorates to document project activities. <p>Content Development</p> <ul style="list-style-type: none"> • Draft short activity summaries, captions, and social media content. • Support the development of success stories, case studies, beneficiary testimonials, and human-interest stories. • Assist in collecting quotes, interviews, and field information for communication purposes. • Contribute ideas for increasing community engagement and project visibility. <p>Social Media and Visibility Support</p> <ul style="list-style-type: none"> • Support the preparation of content for social media platforms and organizational communication channels. • Assist in creating visual materials, awareness messages, and promotional content. • Ensure visibility materials comply with donor and Mission East branding requirements. • Promote positive representation of project activities and achievements. <p>Coordination and Reporting</p> <ul style="list-style-type: none"> • Coordinate with program staff and field teams to identify documentation opportunities. • Share media materials with relevant staff in a timely manner. • Prepare brief documentation reports after field visits and project events. • Maintain records of documented activities and media outputs. <p>Compliance and Safeguarding</p>

	<ul style="list-style-type: none"> • Respect confidentiality, safeguarding, and protection principles at all times. • Ensure compliance with Mission East Code of Conduct and organizational policies. • Protect beneficiary identities when required, particularly in sensitive protection-related activities. • Follow donor visibility guidelines and communication standards. <p>Other Duties</p> <ul style="list-style-type: none"> • Participate in trainings, meetings, and communication planning sessions. • Support organizational events, campaigns, and awareness activities. • Perform any other tasks assigned by the Program Manager.
<p>Selection Requirements</p>	<p>Education</p> <ul style="list-style-type: none"> • University student, diploma holder, or graduate in Media, Journalism, Communication, Graphic Design, Marketing, Information Technology, Social Sciences, or a related field. <p>Experience</p> <ul style="list-style-type: none"> • Previous volunteer or work experience in media, communications, photography, videography, journalism, or content creation is preferred. • Experience with NGOs, INGOs, or community-based organizations is an advantage. • Experience managing social media platforms is desirable. <p>Skills and Competencies</p> <ul style="list-style-type: none"> • Good photography and videography skills. • Ability to create engaging visual and written content. • Basic photo and video editing skills. • Familiarity with social media platforms and digital communication tools. • Good written and verbal communication skills. • Strong attention to detail and creativity. • Ability to work independently and meet deadlines. <p>Technical Skills</p> <ul style="list-style-type: none"> • Proficiency in Microsoft Office applications. • Experience using Canva, Adobe Photoshop, Adobe Premiere Pro, CapCut, or similar editing software is an asset. • Ability to use smartphones and cameras for professional documentation. <p>Languages</p> <ul style="list-style-type: none"> • Arabic: Fluent. • English: Basic to good working knowledge preferred. <p>Core Competencies</p> <ul style="list-style-type: none"> • Creativity and Innovation • Communication Skills • Teamwork and Collaboration • Professional Integrity • Respect for Diversity • Accountability • Attention to Detail • Adaptability and Flexibility



How to Apply	<p>Interested candidates are invited to submit their application through the following link: [BambooHR]</p> <p>Please ensure that all required information and documents are completed and uploaded before submitting the application. Incomplete applications may not be considered.</p> <p>The deadline for submission is [12/07/2026 at 17:00]. Only shortlisted candidates will be contacted</p>
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