



**Cairo American College**  
**SUPPORT STAFF VACANCY ANNOUNCEMENT**  
**ACADEMIC YEAR**  
**2024-2025**

**Community Outreach and Engagement Office**  
**Digital Innovations, Marketing and Communications Department**  
**(FULL-TIME POSITION)**

**JOB SUMMARY:**

The Community Outreach, Engagement, and Marketing Officer is responsible for monitoring and strengthening the relationships between CAC, the community, alumni, and future community members. The officer actively promotes CAC's people, programs, accomplishments, and strategic priorities locally, nationally, regionally, and internationally.

The Community Outreach, Engagement, and Marketing Officer will work with the Communications team to manage effective and engaging communications with CAC sponsors/donors and to develop, coordinate and manage all records and general tasks related to CAC sponsorship and/or gifts.

The Community Outreach, Engagement, and Marketing Officer will work collaboratively with the communication specialist to help advance the goals of the school's marketing strategies.

- These strategies include, but are not limited to:
  - \* Media relations and news development
  - \* Strategic communications
  - \* Alumni engagement
  - \* Photography and videography
  - \* Strategic marketing and advertising

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree minimum with emphasis on public relations or communications.
- 2 years' experience in Development and/or Alumni Relations
- Exhibit attention to detail and ability to maintain accuracy while working under pressure.
- Excellent analytical skills.
- Excellent written and spoken English.
- Excellent written and spoken Arabic (preferred), knowledge of other languages a plus.
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**DESIRED SKILLS:**

- Ability to multitask and take initiative.
- Should be a skilled and creative communicator - knowledge of social media essential.
- Organized and flexible with ability to prioritize.
- Enthusiastic, positive, and motivated approach.
- Ability to act and operate with discretion.
- Demonstrated effective communication skills and willingness to collaborate in a growing team environment.
- Good presentation skills.
- Creative thinker.
- Experience in an educational institution

**Application deadline: May 31<sup>st</sup>, 2024**

Interested candidates should submit a job application (Found on CAC website)  
<https://www.cacegypt.org/index.php/support-staff-employment-application>