



LEEDS GRAND
MOSQUE

JOB VACANCY

Post	Media relations officer (MRO)
Status	Part-time (flexible), 5 hours a week
Responsible to	LGM chairman
Remuneration	£10-15/hr (depending on experience)
Deadline	Sunday 16 th April 2017

Main Duties of the Position

The MRO should further build, maintain and manage the reputation of LGM by:

- Generating coverage of LGM activities by writing editorials, blogs and articles for the LGM webpages and newsletters
- Collecting, processing, and managing necessary materials for the coverage (e.g., taking pictures, videos, collecting testimonials, etc.)
- Writing press releases for both local and national press
- Responding to media enquiries (including social media)
- Helping in developing and coordinating LGM activities when necessary
- Carrying out any other duties as required with the nature of the position

Some of the above tasks can be done remotely (e.g., work from home); however, the MRO is expected to attend some of LGM's activities and events as required

Qualifications & Experience

Our ideal candidate will have the following qualification and skills:

- A degree in media/marketing/PR (desirable)
- Some experience in graphic design using necessary software
- PR/Marketing experience
- Familiar with LGM culture
- Team player
- Excellent communications skills
- Have a proactive work ethic

Send your CV and selected work examples to:

contact@leedsgrandmosque.com

Successful candidates will be contacted to arrange an interview at a later date.