

Community Event Organizer, Project Manager Assistant and Executive Personal Assistant- Headway Human Behavioral Science Solutions

Headway HBSS is a premier development and consultancy firm dedicated to driving positive change through evidence-based behavioral science solutions.

Location: Koura, Lebanon

Experience: fresh graduates are accepted

1- Community Event Organizer:

Major: degree in Business Administration, Political Science and Development Sciences, or any related field

Major Responsibilities:

- Plan, coordinate, and execute community events centered on youth engagement, women’s empowerment, arts, and social entrepreneurship.
- Develop and manage event timelines, budgets, and logistics to ensure smooth execution.
- Utilize digital tools for event coordination, promotion, and engagement.
- Create innovative programs to inspire youth participation in community initiatives.
- Collaborate with community partners and stakeholders to achieve event goals.
- Lead volunteer teams, providing guidance and support during events.
- Design workshops, training, and capacity-building sessions focused on entrepreneurship, leadership, and social change.
- Foster an inclusive environment, focusing on empowering women and marginalized groups.
- Monitor and evaluate event outcomes, producing reports on impact and improvement areas.

Additional Requirements:

- Proven experience in event planning and community engagement is a plus.
- Proficiency in event management software and social media platforms.
- Background in the arts is highly desirable.
- Commitment to women’s empowerment and social entrepreneurship.

2- Project Manager Assistant:

Major: degree in business Administration, or any related field

Major Responsibilities:

- Assist in project planning, execution, and monitoring.
- Conduct research and analysis to support decision-making and project goals.
- Prepare reports, presentations, and documentation as required.
- Coordinate with departments and stakeholders to ensure timely project completion.
- Provide administrative support, including scheduling and task tracking.
- Engage in social media management and outreach for projects.
- Assist with data analysis, identifying trends, and making recommendations.
- Help optimize workflows to improve project efficiency and outcomes.

Additional Requirements:

- Strong proficiency with MS Office Suite and project management tools.
- Knowledge of social media platforms and digital marketing basics.
- Experience in project management or consultancy is a plus.

3- Executive Personal Assistant:

Major: degree in Business Administration, Human Resources Management, or any related field

Major Responsibilities:

- Provide high-level administrative support, including calendar management, meeting coordination, and email correspondence.
- Conduct thorough online research to support business initiatives, talent sourcing, and identifying key contacts.
- Assist in human capital management, including recruitment support and onboarding coordination.
- Manage the executive's social media presence, posting content, monitoring engagement, and tracking trends.
- Prepare reports, presentations, and documents as needed.
- Coordinate travel arrangements and logistics for meetings and events.
- Act as the main point of contact between the executive and stakeholders.
- Manage special projects and follow up on deadlines.

Additional Requirements:

- Proficiency in MS Office and project management tools.
- Familiarity with social media management and professional networking platforms.
- Experience in a development or consultancy environment.
- Knowledge of talent management tools and online recruitment platforms.
- Prior experience supporting senior executives or C-suite leaders is preferred.

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.servcies@balamand.edu.lb,
Ext. 7801; 7802