

Job description	
Job title	Communications officer
Job code	COM_Communications officer_01_092024
Full/part time	Full-time
Field	Communication and dissemination
Direct supervisor	Head of communication department
Experience	At least two years of EU project communications experience in EC-funded programs (preferably in the field of life sciences).
Languages	Excellent writing/editing skills in English. Catalan and Spanish would be desirable.
Starting date	19th November
Education and field of expertise	Degree in journalism or Life Sciences and a master's in scientific communication (desirable).
Summary	IrsiCaixa, located at the Hospital Germans Trias i Pujol in Badalona, is seeking a Communications Officer. We are looking for a dedicated and enthusiastic individual to manage the communication of our EU projects, and support the IrsiCaixa communications department. Responsibilities include creating scientific content for websites and social media platforms, as well as coordinating other communication materials and events.
Job duties	<ul style="list-style-type: none"> • Develop and write scientific content related to IrsiCaixa's projects, with a primary focus on infections and immunity. • Design and edit multimedia materials for social media platforms. • Engage in copywriting tasks. • Produce and distribute newsletters. • Design and development of communication and dissemination plans for European projects. • Monitor and analyze the results of communication activities using key performance indicators (KPIs). • Coordinate and serve as a liaison with key stakeholders, including partners and journalists. • Contribute to the completion of deliverables and participate in project follow-up meetings. • Organize events and activities as needed.
Candidate profile and qualifications	<ul style="list-style-type: none"> • Degree on Biology/Life Sciences or Journalism/Communication Sciences, with a Master in Scientific Communications or equivalent demonstrable experience. • Over 2-year experience in a similar job post. • Expertise in European Project Communication. • Advanced-level graphic design (InDesign, Photoshop, Illustrator)/Advanced video editing skills (Premiere). • Experience in using Mailchimp. • Advanced MS Office skills; Word and PowerPoint. • Strong experience in social media management.

	<ul style="list-style-type: none"> • Writing skills of engaging press releases and texts. • Experience in web content management (CMS). • Excellent communication skills and a can-do attitude, with a willingness to support initiatives from the members of the institute.
What we offer	<ul style="list-style-type: none"> • Employment at a leading research center specializing in infectious diseases and immunity. • Sponsored professional development courses on leadership, communication, scientific writing, time management, and data analysis. • Access to state-of-the-art facilities, including well-equipped offices and relaxing common areas. • Subsidized cafeteria. • Flexible work schedule. • Generous vacation package: 22 vacation days, an additional full week off during Christmas, plus all long weekends (subject to each year' calendar). • Competitive salary based on skills and experience, aligned with IrsiCaixa's salary scales. • Opportunities for professional growth and development.
Application deadline	28th October
Required documents	<ul style="list-style-type: none"> • Curriculum Vitae • Cover Letter • Two examples of texts or materials in the field of science communication
Selection process	<ul style="list-style-type: none"> • Pre-selection: evaluation of track record and CV. • Interview: short-listed applicant will be interviewed in person or online. • Offered position: the job offer will be sent to the successful candidate after the interview.
Application process	<ul style="list-style-type: none"> • Through the IrsiCaixa website • By sending an email to jobs@irsicaixa.es. Applications that do not include the job code (COM_Communications officer_01_092024) in the subject line of the email will be disregarded.
Where to find us	<p>IrsiCaixa Germans Trias i Pujol Hospital 2nd floor, Maternity building. Ctra. del Canyet, s/n. 08916 Badalona, Barcelona (+34) 93 465 63 74</p>