

JOB DESCRIPTION	
Job Title /Researcher Profile	Press officer
Full/part Time	Full time
Years experience required	+3 years experience
Required Languages	English, Catalan, Spanish
Indicative Starting Date	April 1st
Minimum degree and field of knowledge	Degree on Journalism/Communication Sciences or Biology/Life Sciences + Scientific, Medical and Environmental Communications Master or equivalent demonstrable experience. Advanced video editing and social media management skills.
Summary	The IrsiCaixa AIDS Research Institute, located in the Hospital Germans Trias i Pujol (Badalona), has an opening position for a press officer. We are looking for a dedicated and enthusiastic individual to drive media relations and produce written and multimedia contents to disseminate the knowledge and initiatives developed at the institute. Encompassing both reactive and proactive functions, you will deal with national print media, broadcast and online media. You will develop communication materials and activities addressed to provide access to the knowledge aroused in the institute.
Offer /Job Duties	<p>Your main duties and responsibilities will be:</p> <ul style="list-style-type: none"> • Acting as the contact person for journalists, responding media enquiries and fostering good relationships • Writing, editing and distributing all kind of materials for journalists and general public interested in HIV/AIDS and other research fields of the institute: texts, press releases, news items, dossiers, etc. • Multimedia materials: taking and editing pictures; coordinating, producing and editing, videos; designing and producing corporate materials (posters, brochures...) • Preparing contents for social media related to press releases, news items or any other items related to the IrsiCaixa activity • Producing the IrsiCaixa monthly newsletter • Coordinating, designing and producing the IrsiCaixa annual report • Monitoring media coverage • Maintaining and updating the media databases • Advising journalists when looking for experts • Organising visits and press conferences, when required <p>We offer:</p> <ul style="list-style-type: none"> • A 8-month contract (maternity leave replacement) • A warm work environment in an international leading research center, in close relationship with high-level researchers in the field of HIV/AIDS and other infectious diseases • Salary commensurate with qualifications

<p>Candidates profile / Qualifications</p>	<ul style="list-style-type: none"> • Degree on Biology/Life Sciences or Journalism/Communication Sciences, with a Scientific, Medical and Environmental Communications Master or equivalent demonstrable experience. Advanced video editing and social media management skills. • Over 3-year experience in a similar job post • Advanced-level graphic design (InDesign) / Advanced video editing skills • Advanced MS Office skills; Word and PowerPoint • Strong experience in social media management • Writing skills of engaging press releases and texts • Fluency in English, Spanish and Catalan • 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
<p>Deadline for Application</p>	<p>March 1st</p>
<p>Required documents</p>	<ul style="list-style-type: none"> • Curriculum vitae • A motivation letter addressed to Júlia Bestard, Head of Communications • 2 examples of texts in the field of science communication (press releases, news, reports...) and at least one example of video editing
<p>Contact</p>	<p>Júlia Bestard E-mail: comunicacio@irsicaixa.es</p>