

JOB OPENING AT IRB BARCELONA

SENIOR ONLINE MARKETING & COMMUNICATIONS SPECIALIST (ref. AD/19/02)

Created in 2005 by the Generalitat de Catalunya (Government of Catalonia) and the University of Barcelona, IRB Barcelona is a Severo Ochoa Centre of Excellence—a seal that was awarded in 2011.

The institute is devoted to conducting research of excellence in biomedicine and to transferring results to clinical practice, thus improving people's quality of life, while simultaneously promoting the training of outstanding researchers, technology transfer, and public communication of science. Its 25 laboratories and seven core facilities address basic questions in biology and are orientated to diseases such as cancer, metastasis, Alzheimer's, diabetes, and rare conditions.

IRB Barcelona is an international centre that hosts 400 members and 30 nationalities. It is located in the Barcelona Science Park. IRB Barcelona forms part of the Barcelona Institute of Science and Technology (BIST) and the "Xarxa de Centres de Recerca de Catalunya" (CERCA).

IRB Barcelona is seeking a Senior Online Marketing & Communications Specialist for the department of Marketing, Fundraising and Communications. The Department is engaged in a wide range of communications and public engagement activities, which aim to raise awareness of IRB Barcelona's activities among a variety of audiences, both scientific and non.

The successful candidate will be employed under a fixed - term contract linked to a maternity leave substitution (9 months aprox.).

DUTIES

- Support and implementation of strategic campaigns and actions
- Reports preparation and results evaluation
- Coordination with other departments
- Content Marketing Management
- IRB Barcelona's web management
- Develop, manage and optimise social media presence
- Balanced Scorecard
- Deliver engaging, creative, high-quality output for a variety of formats
- Writing digital content

EXPERIENCE, KNOWLEDGE, SKILLS & SELECTION CRITERIA

Must Have - Required

- **Experience:** 3 years experience in a similar position.



IRB BARCELONA endorses the Requirements and Principles of the *European Charter for Researchers*, the *Code of Conduct for the Recruitment of Researchers*, and Open, Transparent, Merit-based recruitment promoted by the European Commission and follows Equal Opportunities policies.

On 9 December 2014, IRB Barcelona was awarded the "HR Excellence in Research" logo. This recognition reflects the commitment of the Institute to the continuous improvement of its human resources policies in line with the *Charter & Code*. The Institute works to ensure fair and transparent recruitment and appraisal procedures.

- **Knowledge:** Bachelor's degree in Communications, Marketing or a related field. Strong Working knowledge of Drupal, Mailchimp, Dreamweaver and Excel. Solid understanding of Google Analytics, Suite, Tag Manger and Google Ads. Tools and digital systems management.
- **Skills:** Analytical with excellent writing and editing skills. Team player; excellent interpersonal and communication skills, particularly with individuals from other departments; ability to articulate creative concepts and rationale to internal and external clients. Must have solid understanding of appropriate posting techniques on each social media platform.

Desirable

- **Experience:** 5 years' experience in a similar position. Experience in writing content and marketing messages about scientific research findings and research activities.
- **Knowledge:** Of Photoshop, Canva, InDesign, Illustrator and CRM.

WORKING CONDITIONS & ENTITLEMENTS

- **Working conditions:** Employed in compliance with Spanish legislation and regulations under a full-time contract. Employees receive the benefits of the Spanish Social Security system covering sickness, maternity/paternity leave and injuries at work. Salary commensurate with experience and qualifications.
- **International Environment:** The opportunity to join a prestigious international research institution and become a member of our administration team.
- **Continuous training** in a high-quality environment.

HOW TO APPLY & SELECTION PROCESS

Applications for the above opening should include **the CV and a Motivation Letter** and should be sent by e-mail to: irbjobs@irbbarcelona.org, indicating the Reference: **AD/19/02**

- **Deadline for applications:** **28/02/2019**
If no suitable candidate is found, the deadline will be extended.
- **Number of positions available:** 1
- **Selection process:**
 - **Pre-selection:** Will be based on CV, motivation letter & experience.
 - **Interviews:** Short-listed candidates will be interviewed.
 - **Job Offer:** Will be sent to the successful candidate after the interview.

For more information, please visit our website at: www.irbbarcelona.org



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Note: The strengths and weaknesses of the applications will be provided upon request.

If you, as an applicant, have any suggestion or wish to make a complaint regarding the selection process, please contact us at the following email address: irbrecruitment.suggestions@irbbarcelona.org. You will receive a response within a month.



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