

Job Offer

Institutional Communications Officer

The Institut de Ciències del Mar (ICM) of the Spanish National Research Council (CSIC) is the most multidisciplinary research institute on marine science in Spain, and the leading scientific organization in Southern Europe. It is also the first marine science centre to be accredited as a **Severo Ochoa Centre of Excellence**, a recognition to the institution's leadership in the field of marine research in Spain and to its commitment to create social impact.

Our goal is to develop **research of excellence** to inspire a society in harmony with the blue planet, in line with the values of the **United Nations Decade of Ocean Science for Sustainable Development (2021-2030)**.

For further information, please visit the [our website](#).

The role and the team

We are recruiting an enthusiastic and highly motivated professional as an Institutional Communications Officer at the ICM. The successful candidate will be integrated in the ICM's Research Support Office (RSO), and will perform tasks for the ICM's Outreach and Communication unit.

The successful candidate will be responsible for supporting the **ICM's Institutional Communication**.

Job description

The successful candidate will be involved in:

- Plan, define and execute the Institutional Communication Plan.
- Conceptualize, design and implement institutional communication campaigns and social media campaigns for key days for the Institute in collaboration with the rest of the team.

- Development of annual reports, including the contents, structure, writing, graphics, web content management (Wordpress), contact with suppliers for web development and printed layout.
- Merchandising design and management.
- Design of digital and printed diffusion materials: banners for events and social networks, roll ups, brochures.
- Design and script of presentations (Power Point) and other institutional materials maintaining the brand image.
- Content management, structure and design of the institutional website, including SEO and Analytics, and other websites or platforms of the organization's institutional initiatives.
- Support in social media content and planning.
- Regular monitoring and statistical reporting of the main digital channels, implementing the necessary improvement actions.
- Institutional events organization.

Requirements

Professional experience

- A degree in Communication, Marketing, Advertising or Journalism, with specific training in communication tools and digital monitoring. –
- 3 or 5 years of experience in the functions described or similar tasks.
- Mastery of digital tools and digital communication and dissemination programs.
- Advanced user of Drupal, Wordpress, Google Analytics 4, Mailchimp, Hootsuite or similar.
- Advanced user of Illustrator, Indesign or other design software.
- Experience in artificial intelligence tools will be an asset.
- Experience in the life and environmental sciences sector will be an asset.

Languages

- Fluent in English, Spanish and Catalan (both written and spoken)

Competences and IT skills

- Very good interpersonal communication, networking and team playing skills



- A well-organized person with attention to details.
- Proactive, flexible, and problem-solving attitude.

The offer

We are offering a contract with the following conditions:

- **Estimated annual gross salary:** Salary will range between 30.000€ and 40.000€ commensurate with qualifications and experience, and consistent with CSIC pay scales.
- **Working time:** Full-time contract with flexible working hours and possibility of teleworking up to 3 days a week. Read more about work-life balance [here](#).
- **Target starting date:** Between July and September

The CSIC and all its research centers were awarded with the "[HR Excellence in Research](#)" seal in 2021. This recognition reflects our commitment to continuously improve our human resources policies in line with the [European Charter for Researchers](#) and the [Code of Conduct for the Recruitment of Researchers](#).

Recruitment at ICM is open, transparent and merit-based, and all applicants compete on the same terms.

*Interested candidates should send a cover letter and a CV **before 24 May** to:*

icmdivulga@icm.csic.es

Candidatures will be reviewed upon reception and a first round of interviews might take place before the deadline.

With the funding support of the 'Severo Ochoa Centre of Excellence' accreditation, of the Spanish "Ministerio de Ciencia, Innovación y Universidades". 2020-2023 (CEX2019-000928-S)