The Institute

The Centre for Genomic Regulation (CRG) is an international biomedical research institute of excellence, based in Barcelona, Spain, with more than 400 scientists from 39 countries. The CRG shares principles of an interdisciplinary, motivated and creative scientific team that is supported by high-end and innovative technologies and a flexible and efficient administration.

CRG has been conferred with a badge of ‘HR Excellence in Research’ by the European Commission, in recognition to its progress in implementing the European Charter for Researchers and the Code of Conduct for Recruitment of Researchers, that among others consists of transparent, merit-based recruitment procedures and attractive work-life balance working conditions.

For further information: www.crg.eu

The role

An exciting opportunity has arisen to join our Communications & PR Team at the CRG in Barcelona, as a Conference & Events Officer. We offer the opportunity to contribute with your skills and strengths to the institute’s mission within a motivating work environment with a culture that is open and innovative.

We are looking for a dedicated and enthusiastic individual with drive and ambition to lead this area. The top-quality scientific events organised by the CRG have become another communication channel of the excellent science carried out at the institute. These events are aimed at a very specific audience, such as scientists from the international community, and allow the CRG to assert its benchmark position as an organiser of scientific events at the highest level in the fields of life sciences and biomedicine. You will contribute to enhance CRG reputation and disseminate the science and findings of CRG researchers, through the scientific events organised under your responsibility. You will boost the dissemination of CRG research, life sciences and biomedicine, by devising, developing and carrying out innovative scientific events. You will develop and deliver not only the already ongoing and planned events included in the CRG’s Conference & Scientific Sessions annual programme, but also potential new events to come.

As a member of the Communications & PR, you will closely work and collaborate with the rest of the team, other staff and CRG scientists, and will be involved in projects across all areas of the department and the institute. This is a very enriching and challenging opportunity for you both personally and professionally. You will have the chance to learn about all our exciting science findings and ongoing institutional initiatives and contribute to their successful dissemination through our scientific events. Please visit http://www.crg.eu/events for more details.

Under the coordination of the Head of the Communications & PR, your main duties and responsibilities will be the following:

- Developing, managing and/or coordinating a wide variety of on-going and planned events within the current Conference & Scientific Sessions annual programme, which includes the financial forecasting and budget management, production of events webpages and conference publications, delegate management and registration, coordination and handling of abstracts, key contact for all logistical aspects of the events, etc.
- Producing the yearly calendar of CRG events and courses, in collaboration with the Training Area.
- Organisation of internal social events.
- Collaboration in the organisation of institutional events, meetings and visits.
- Dissemination of scientific sessions and conferences, development and execution of event communication and marketing campaigns, and pursuing new promotional possibilities, in collaboration with other members of the Communications team.
- Management of the events databases and contacts databases.
- Exploring and identifying new potential international conferences and events that could help improve and enrich the events programme.
- Coordination, planning, reporting and budget follow up of the different new and existing grants that help finance the programme activities.
- Search of funding and sponsorship opportunities for the organisation of events or other projects of the department.
- Monitoring, reporting and promoting the area results and indicators.
- Proactively attending to networking events and activities related to strengthen the links between the CRG and different stakeholders.

About the department

The mission of the Communications & PR Department is to promote and protect the CRG’s reputation of excellence. We do so by developing and implementing clear, consistent and engaging strategies to enhance the public understanding of our science and our institute, its researchers, and its value to society. The Communication & PR Department fulfils its mission through a wide range of initiatives and activities addressed to different audiences, including journalists, politicians, primary, secondary and high-school students, science teachers and, of course, CRG members. Concepts such as Open Science and Responsible Research and Innovation (RRI) are central to our everyday activity.

Whom would we like to hire?

Professional experience

Must have

- You have 5 years of experience in devising/designing and delivering conferences and events within an international environment.

Desirable but not required

- You have previous experience in scientific and research environments
- You have proven experience in successfully applying for grants
- You have proven experience in disseminating scientific events through the appropriate social networks
- You have basic-level graphic design / video editing skills
Education and training

- You hold a degree/higher education/relevant qualification in Marketing, Public Relations or Event Management and/or relevant experience

Languages

- You have a solid command of written and spoken of English and Spanish. Catalan would be desirable.

Technical skills

- You have advanced MS Office skills; Excel, Word and PowerPoint
- You are familiar with web content management (CMS) in Drupal

Competences

- You have highly developed organization skills, with the ability to work under pressure on multiple projects, with multiple internal and external stakeholders at any one time
- You have excellent communication, writing and presentation skills, with an ability to build effective relationships and use them to influence and negotiate diplomatically
- You have a finely-tuned ability to spot and build strategic partnerships to take CRG scientific events one step further
- You have a can-do attitude, with a willingness to support other members of the team, and applying initiative and common sense to problem-solve
- You are results driven, with a drive to constantly learn and improve and share those insights with others
- You can work flexible hours to meet the needs of the different events and activities.
- You are passionate for event management and coordination

The Offer

- **Contract duration:** Longer-term employment with initial temporary contract
- **Estimated annual gross salary:** Salary is commensurate with qualifications and consistent with our pay scales.
- **Target start date:** As soon as possible

We provide a highly stimulating environment with state-of-the-art infrastructures, and unique professional career development opportunities.

We offer and promote a diverse and inclusive environment and welcomes applicants regardless of age, disability, gender, nationality, race, religion or sexual orientation.

The CRG is committed to reconcile a work and family life of its employees and are offering extended vacation period and the possibility to benefit from flexible working hours.
Application Procedure

All applications must include:

1. A motivation letter addressed to Gloria Lligadas.
2. A complete CV including contact details.
3. Contact details of two referees.

All applications must be addressed to Gloria Lligadas and be submitted online on the CRG Career site - http://www.crg.eu/en/content/careers/job-opportunities

Deadline: Please submit your application by 7th of June 2019