



BIOMEDICAL SCIENCE FOR THE BENEFIT OF SOCIETY

## **“Press Officer”** *Centre for Genomic Regulation (CRG)*

### **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 41 different 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](http://www.crg.eu)

### **The role**

An exciting opportunity has arisen to join our Communications & PR Team at the CRG in Barcelona, as a Press 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 our media relations and produce different types of written contents required to disseminate the knowledge and initiatives developed at the institute. Encompassing both reactive and proactive functions, you will deal with national and international print media, broadcast and online media. You will focus on managing, building and enhancing the CRG reputation. You will boost the understanding and awareness of the CRG research by developing communication materials, activities and strategies, addressed to facilitating journalists' enquiries and providing access to the knowledge aroused in the institute. 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, as you will have the chance to learn about all our exciting science findings and ongoing institutional initiatives and contribute to their successful dissemination to broader audiences.

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

- Acting as the contact person for journalists, liaising with and responding media enquiries and fostering good relationships
- Writing, editing and distributing all kind of materials for journalists (texts, press releases, news items, photo releases, dossiers, etc.)
- Organising visits and press conferences, when required
- Maintaining and updating the media databases
- Preparing contents for social media related to press releases, news items, or any items under your responsibility
- Advising journalists when looking for experts
- Providing training on science communication and expertise to CRG scientists handling with media requests
- Coordinating, editing and producing the CRG quarterly newsletter





- Creating, writing editing and managing content for different supports and audiences (website, weekly and quarterly CRG newsletters, online PRBB newsletter, or any other print or online promotional materials)
- Multimedia materials: Taking and editing pictures, designing banners and others, overseeing video productions
- Monitoring media coverage and preparing reports about media impacts and other area indicators required by the institute

## 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

- You have over 5-year experience as press officer / similar job post
- You are a senior science writer with outstanding writing and proofreading skills, skilfully delivering engaging press releases and texts which are written responsibly, and in line with wider strategic objectives
- You have previous scientific/technical writing experience
- You have a broad overview of the national and international science media / journalists
- You are familiar with the research scene

### Education and training

- You hold a degree on Biology, Life Sciences, Journalism or other disciplines involving high writing skills
- You hold a Scientific, Medical and Environmental Communications Master or equivalent demonstrable experience

### Languages

- You are proficient in English (native or bilingual)
- You talk and write fluently in Spanish. Talking and writing in Catalan would be a plus.

### Technical skills

- You have advanced MS Office skills; Excel, Word and PowerPoint
- You are familiar with web content management (CMS)
- You have basic-level graphic design / video editing skills

### Soft skills

- You have a finely-tuned ability to spot a good story, being able to evaluate complex content and uncover the media angle
- 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 skills, with an ability to build effective relationships and use them to influence and negotiate diplomatically
- 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

### 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:** Immediately

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, Head of Communications & PR.
2. A complete CV including contact details.
3. Contact details of two referees.

All applications must be addressed to Gloria Lligadas, Head of Communications & PR and be submitted online on the CRG Career site - <http://www.crg.eu/en/content/careers/job-opportunities>

**Deadline:** Please submit your application by 6<sup>th</sup> of February, 2019



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