

JOB APPLICATION

Communication and Dissemination Assistant for European Projects

Fab Lab Barcelona is part of the Institute for Advanced Architecture of Catalonia, where it supports different educational and research programs related to the multiple scales of the human habitat. It engages in European research across multiple lines of enquiry including design, distributed manufacturing, cities and culture.

The job position of Communication and Dissemination Assistant requires both a technical and management profile that is able to deliver the following main tasks:

- Responsible for the management and implementation of Communication & Dissemination tasks in the framework of EU-funded projects
- Development of the Communication activities (project website management, communication material, social networks, events organisation as workshops, content and articles, project meetings, etc.)
- Report of the communication activities to the European Commission and project partners (deliverables, Project meetings, annual reports).
- Coordination of the communication and dissemination activities across the Project Consortium.
- Representing projects at international events and project meetings

Competences (Experience, Knowledge and Skills):

- Excellent communication skills in English, both oral and writing.
- Special interest in technology, digital transformation and innovation.
- Experience with editorial calendars, project management tools and communication plans.
- Graphic design skills, photography and video editing skills will be valuable.
- High level writing ability and sound editing skills.
- Organisational skills and practical experience in events planning and organisation.
- Have excellent communication and presentation skills
- Proven communication expertise and excellent collaboration skills. Experience in participation in European Projects will be valuable
- Proven experience working in international contexts
- Great communicator (both oral and writing).
- Proactive, self-sufficient, reliable, and friendly behavior. Strong teamwork and leadership capabilities.
- Ability to work across multiple projects and topics

- Availability and willingness to travel abroad for project meetings
- Proficiency in MS Office, Adobe suite, or equivalent tools for graphic design.
- Community manager experience.
- You enjoy working in an international environment and connecting with young people from all over the world.
- You can work remotely and are highly motivated and organised.

Specific Requirements:

- An EU national, or with a working permit for Spain.
- Fluent in English, Spanish and Catalan is a plus but not necessary– other languages are a bonus.
- Knowledge and/or specific interest in the fields of innovation and research
- Msc Degree in Communication, Marketing, Science Communications.

CONTRACT DETAILS

- Work and service contract.
- Full time position (40 h week, from Monday to Friday) based in Barcelona.
- Date of start: October – November 2020.
- Salary: 24.000-26.000€ per annum. According to the experience.

DEADLINE AND APPLICATIONS SUBMISSION

The application period will close on 13th of October, 2020.

Send your CV with a list of scientific publications, documents required in the general basis and a Cover Letter to secretary@iaac.net with this subject: “**JOB APPLICATION – Communication and Dissemination Assistant**”.

The selection process will be carried out in: <https://iaac.net/eu-projects-job-offers/>

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