

JOB APPLICATION - Communications Assistant Distributed Design Market Platform Project

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.

We are seeking the newest member of our small but effective communications and design team. If you are interested in telling the world about people-centred design, innovation and hands-on research projects, then our team is for you!

You are a highly organised, self-starter who enjoys teamwork but is able to work independently. You have excellent communication skills and pride yourself on your ability to efficiently communicate high-level concepts to the general public.

You have a flair for writing and enjoy developing long-form content including blog posts, newsletters, audiovisual scripts and press releases. You're a social media native (Twitter, Instagram, LinkedIn and online community platforms like Discord and Mighty Networks) and you have experience with online CMS and scheduling tools such as Wordpress, Mailchimp, Trello and Hootsuite. You have an eye for design and are comfortable making and adapting graphic assets in tools such as Canva.

You're creative and imaginative, but you get your kicks from being organised, detail orientated and an efficient administrator.

Main Responsibilities:

- Develop and manage a content calendar plan to disseminate strategically across web, blogs, newsletters and different social platforms for different projects (FB pages, LinkedIn Business profiles, Twitter accounts, Instagram posts/stories/reels).
- Design creative graphic based posts for different social media accounts using the provided templates with Canva
- Support writing and publishing blog posts on the website of the projects.
- Curate newsletters content and graphics,
- Manage the events on the website and their promotion across social media
- Collect relevant data to analyze the content engagement of social media platforms and provide timely reports.
- Manage community platform members, providing them with tools and support to communicate through social media when necessary.
- Internally, encourage and support the team members to publish content about their activities on the website and social media accounts.
- Availability to travel to events locally and communicate them through all of the social media channels.

Competences (Experience, Knowledge and Skills):

- Good knowledge of social media platforms and proven ability to use them for strategic goals
- Copywriting - advanced level, in English. Experience in Spanish and or/Catalan highly regarded
- Graphic design - above basic level, knowledge of Canva and online editing tools highly regarded
- Advanced and well evidenced online community building skills
- Photography skills - mid level

Specific Requirements:

- A working permit for Spain.
- English mother tongue or equivalent C2 level. Spanish and Catalan is a plus – other languages are a bonus.
- Bachelor in Communications, Journalism or Marketing or related field
- Knowledge in the field of innovation, new technologies, Fab Lab practices and sociocultural domain would be great.
- Master or experience in communications preferred.

CONTRACT DETAILS

- Work and service contract.
- Full Time position (40 h week, from Monday to Friday) based in Barcelona but available remotely during restrictions.
- Date of start: 1 June
- Gross Salary: 18,000 - 22,000€ per annum, according to the experience.

DEADLINE AND APPLICATIONS SUBMISSION

The application period will close on 13th of May 2021.

Send your CV, documents required in the general basis and a Cover Letter to euprounit@iaac.net with this subject: “**JOB APPLICATION – Communications Assistant**”

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

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