**Position:** **Communication department support.**

**Publish date**: April, 5th  2024

**Ref. 2024/53**

**Area: Management**   
**Head of the Area: Jaume Marfà Sánchez**   
**Group: Communication**   
**Head of Group: Jaume Marfà**

We are looking for a candidate to join Commmunication Department at IREC as a Comunnication/ marketing professional. IREC offers to fill the job for 1 year to join the Communication department. This will include defining and implementing the centre’s communication strategy in order to contribute to achieving IREC’S strategic objectives, and tasks such as : definition, implementation and monitoring of the Communication Plan and Style Manual, Corporate Image management, Web Content Management, elaboration of the Newsletter, designing corporate material, organization of events, production of audiovisual contents, e-mailing campaign, implementation of CERCA logos among others.

**Requirements:**

**Essential:**

* Communication, Marketing or Journalism degree
* 18 months of experience in a similar role, preferably in a research environment
* Excellent written and verbal communication skills in Catalan, Spanish and English
* Knowledge and experience in the production and development of audiovisual content
* Experience in web content management and SEO and platforms such as Mailchimp.

**Advantageous:**

* Interest in the fields of science, technology, and sustainability
* Organization skills and ability to manage several projects simultaneously.
* Good level of English, Catalan, and Spanish

***Personal Skills:***

* Self-motivated and open-minded
* Good communication skills
* Team Worker and result-oriented person

**What We Offer:**

Salaries will be paid in accordance with the IREC’s salary policy, depending on the candidate’s qualification and professional experience.

Temporary Contract for at least 1 year, with possible future continuity.

Send applications by email directly to [ftorregrosa@irec.cat](mailto:ftorregrosa@irec.cat) and [irecjobs@irec.cat](mailto:irecjobs@irec.cat) indicate **Communication Department Support** (Ref. 2024/53) in the subject including:

* A motivation letter with reasons for applying, relevant experience, qualifications and value proposition related to the vacancy
* Curriculum vitae with personal, academic and professional data.