

IMDEA Nanociencia
Dissemination, Outreach and Communication Office position (Ref. SO.DOCO.1)

IMDEA Nanociencia is offering a position in the Dissemination, Outreach and Communication Office (DOCO) within the framework of the ("Severo Ochoa" Programme for Centres of Excellence).

The Dissemination, Outreach and Communication Office defines the institute's communication plan and the strategies and means necessary for its implementation. Develops and executes specific programmes for the dissemination of scientific activities at IMDEA Nanociencia, especially those related to the "Severo Ochoa Centre of Excellence" project. Develop a network of contacts with general and specialized media in science and technology with the objective of improving the institute's visibility and its international reputation. Collaborate in the planning of outreach activities, visits and exhibitions. Produce communication material and contents in diverse media, especially digital media, and manage its publication. Contribute to IMDEA Nanociencia's vision and mission with previous knowledge on dissemination of scientific and technical contents. Analyze the communication results obtained and its impact on the institute's positioning.

Personal skills

- Highly creative
- Excellent writing, illustrating and communication skills
- Passion for digital media
- Resourcefulness and self-sufficiency in the performance of duties
- Aptitude for rapid response and flexible planning
- Demonstrated ability to work in teams, executive strategies with quality and care.
- Dynamic and entrepreneurial attitude.
- Good level knowledge of general topics in nanotechnology.

Functions and tasks

- Design, in collaboration with the Institute's senior management, a communication strategy for IMDEA Nanociencia that will further the centre's positioning, its activities and its achievements.
- Execute the implementation of said strategy by planning available resources and necessary means
- Develop, within the framework of this strategy, a programme for each of the main digital media and social networks with periodic activities for scientific dissemination focused on the SO Project.
- Produce new digital content for the website of the centre and raise its awareness level within the web.
- Promote the relationship of IMDEA Nanociencia with teachers, schools and the broad educational community in the Madrid Region
- Coordinate visits to the centre by local schools, colleges or associations.
- Promote the institute's visibility among members of the scientific community, academia and technological companies
- Support the work of the Madrid Region teachers in their efforts to let nanotechnology be known and understood by students.

- Organise conferences, temporary exhibitions and social presence in coordination with the research programmes.
- Create educational content and dissemination materials related to the research programs of the foundation and its real applications.
- Edit an annual report and justification of the dissemination activity.

Application Requirements

- Higher education in a scientific, technical, educational or communications area.
- Postgraduate qualification (master's degree) preferably in communication, education or scientific outreach.
- Proven ability to write, illustrate and edit communication material and press releases
- Experience of at least 5 years in designing and coordinating outreach activities, like creating and managing websites or programming of temporary museum exhibitions.
- Experience of at least 5 years in the design and elaboration of news articles, press releases, materials and educational resources related to science and technology.
- Experience of at least 3 years in the management of new internet media, social and computer applications for outreach activities
- Candidates may be of any nationality. No age restrictions apply.
- Bilingual or fluent in English Language both spoken and written.

How to apply

- Applications should be sent electronically to jobs.nanociencia@imdea.org.
- One file (in PDF format) including the following documents (note the limitations in the number of pages):
 - Motivation letter (max. 1 page)
 - Curriculum vitae (business format)

Deadline for applications: December 10th 2017

Benefits

- The selected candidate is expected to start in early 2018.
- We initially offer a one-year contract with the possibility of renewing for additional years, if results are satisfactory. Gross salary will be according to selected candidate's qualifications, within the limits set by legal regulation in Spain, and according to remuneration scales in place at IMDEA Nanociencia.