

As a flagship research center in nanoscience and nanotechnology, our mission is to open and explore new frontiers of knowledge at the nanoscale, and bring value to society in the form of new understanding, capabilities and innovation, while inspiring and providing broad training to the next generations of researchers.

Our research lines focus on the newly-discovered physical and chemical properties that arise from the behaviour of matter at the nanoscale. ICN2 has been awarded with the Severo Ochoa Center of Excellence distinction for three consecutive periods (2014-2018 and 2018-2022 and 2023-2026). ICN2 comprises 19 Research Groups, 7 Technical Development and Support Units and Facilities, and 2 Research Platforms, covering different areas of nanoscience and nanotechnology.

Job Title: Community Officer

Research area or group: Marketing, Communication and Fundraising

Description of Group/Project: The ICN2 Marketing, Communication & Fundraising Department plays a central role in disseminating the cutting-edge research generated at the institute. Our team works closely with various stakeholders to maximize the visibility and impact of ICN2's scientific advancements. We manage all corporate communication channels, including the website and social media platforms, ensuring that the quality of our content reflects the high standards of scientific excellence ICN2 is known for. Additionally, the department is responsible for maintaining the institutional image and creating communication strategies that resonate with diverse audiences, from our internal community and partners to industry professionals and the general public. We also emphasize the promotion of responsible research and innovation (RRI) in all our activities.

Main Tasks and responsibilities:

- Manage ICN2's corporate social media channels, with a focus on LinkedIn and Twitter, ensuring consistent and strategic engagement.
- Develop and execute social media campaigns aimed at growing the ICN2 online community, particularly engaging with the alumni network on LinkedIn.
- Stay current with social media trends and platform algorithm changes to optimize our presence and reach.
- Create tailored content that is engaging, creative, and aligned with ICN2's brand and objectives.
- Actively engage with the online community, fostering dialogue and responding promptly to feedback.
- Monitor social media KPIs, analyse performance data, and adjust strategies based on insights and organizational goals.
- Collaborate closely with other departments to ensure that social media strategies align with ICN2's broader communication objectives and institutional mission.

Requirements:

- **Education:** A Bachelor's Degree in Communication, Marketing or a related field is required. Additional training in social media management or digital marketing will be considered an asset.
- **Knowledge**

- Proficiency with social media management tools (such as Metricool, Hootsuite) and Google Analytics for tracking performance.
 - Knowledge of key social media KPIs and strategies for community growth and engagement.
 - Familiarity with the scientific field, particularly Nanoscience or Nanotechnology, is valued but not mandatory.
 - High level of proficiency in English (minimum C1 level), as English is the main working language and the majority of content is published in English.
 - Native-level proficiency in Catalan and Spanish is essential.
- **Professional Experience:**
 - Previous experience managing corporate social media platforms (LinkedIn and Twitter are essential).
 - Experience in content creation, community management, and using data to inform social media strategy.
 - Photography and design skills are a plus.
- **Personal Competences:**
 - Excellent written and verbal communication skills.
 - Ability to work in a dynamic, multidisciplinary, and multicultural team.
 - Strong organizational skills, attention to detail, and the ability to manage multiple projects simultaneously.
 - Proactive, creative, and adaptable, with a positive attitude toward problem-solving.

Summary of conditions:

- Full time work (38h/week)
- Contract Length: Permanent.
- Location: Bellaterra (Barcelona)
- Salary will depend on qualifications and demonstrated experience.
- Support to the relocation issues (if applicable)
- Life Insurance.
- Work-Life Balance and Flexibility:
 - Option to telework (2 days per week)
 - flexible work schedules
 - 6 h/day July and August and every Friday during all year
- 28 holidays per year
- Flexible compensation plan: tax advantages contracting some products (health insurance, childcare, training, among others.)
- Training activities: languages, mentoring programme, wellbeing programme.
- International environment

Estimated Incorporation date: December 2024

How to apply:

All applications must be made via the ICN2 website and include the following:

1. A cover letter.
2. A full CV including contact details.
3. 2 Reference letters or referee contacts.

Deadline for applications: 25/10/2024

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Equal opportunities:

ICN2 is an equal opportunity employer committed to diversity and inclusion of people with disabilities.

ICN2 is following the procedure for contract of people with disabilities according with article 59 of the Royal Decree 1/2015, of 30 of October.