

## VACANCY

# Communications officer

The Institut Barcelona d'Estudis Internacionals invites applications for the position of full-time communications officer to join the Communications Department.

### Requirements:

- University degree in Communication Sciences, Advertising, Journalism or related field.
- Master's degree will be a plus.
- Substantial previous experience working at an expert level in communication agencies, communication departments of institutions or companies, marketing, or public relations.
- Great knowledge of Adobe Creative Suite (predominantly Photoshop, Illustrator, InDesign and PremierePro).
- Proficient in Microsoft Office.
- Fluency in English (minimum English level B2 of English in the Common European Framework of Reference (CEFR)), Catalan and Spanish.
- Good understanding of web design and the use of CMS tools (WordPress, OpenCMS, etc.)
- Knowledge of e-mailing platforms (Mailchimp or others).
- Knowledge of social media and web tools.
- Practical knowledge of photography, video capture, and image post-production.
- Knowledge of science communication and the European research system will be a plus.

The successful candidate will have to be a self-starter with outstanding organizational, written and verbal skills; will be able to think and to execute strategically and creatively with visual and written content; and will be an excellent writer and editor with the ability to deliver complex content clearly and persuasively. The successful candidate will work well in teams and in multitasking environments.

The position is expected to be full-time until December 31, 2024, with immediate incorporation. The salary will be proportional to IBEI similar administrative positions, valuing both the profile and the experience provided.

### How to apply?

Interested candidates must complete the [Application Form](#) before **April 15th, 2024 (included)**. It should include:

- Current CV
- Motivation Letter

In case of doubts, you can contact us at [comunicacio@ibei.org](mailto:comunicacio@ibei.org).

## INSTITUT BARCELONA D'ESTUDIS INTERNACIONALS (IBEI)

The Institut Barcelona d'Estudis Internacionals (IBEI) is an inter-university institute, created in 2004, to promote postgraduate training and research in politics and international relations. Aiming to advance the understanding of global challenges facing the world, IBEI is a centre of academic excellence that combines outstanding research with high-quality teaching and career development opportunities. Located at the crossroads between Europe, the Mediterranean and Latin America, Barcelona provides a unique environment to ponder the intricacies of governance, development and security on a global scale.

IBEI is an equal opportunities employer. **IBEI holds the HR Excellence in Research distinction from the European Commission**, which recognises the institute's efforts to create a stimulating and favourable work environment and its commitment to continuously improve human resources policies. IBEI is committed to Open, Transparent and Merit-based recruitment of researchers.

More information about IBEI at [www.ibei.org](http://www.ibei.org)

