COMMUNICATIONS AND EVENTS ASSISTANT

JOB DESCRIPTION

SUMMARY

The UB Economics and Business unit coordinates research and offers graduate and executive education in the fields of economics and business at the Faculty of Economics and Business of the University of Barcelona (UB).

Communication plays an important role in all activities performed within the unit: international marketing and student recruitment; graduate programmes management; research dissemination; maintenance of websites, newsletters and social media profiles management; and assistance to the academic hiring process.

Supervised by the head of the unit, the Communications and Events Assistant will be involved in the communication strategies to ensure high quality internal and external communication. Additionally the Assistant will actively contribute to the organization of events.

MAIN RESPONSABILITIES / TASKS

- Help develop and implement communications strategies.
- Create, edit and post content on the websites.
- Manage the day-to-day social media profiles.
- Manage the production and distribution of weekly e-newsletters.
- Manage and update the unit stakeholders’ database.
- Support internal communications.
- Work with the UB communications unit and freelancers to develop press releases and prepare information for the media.
- Assist in the publication of promotional materials: brochures, presentations and leaflets.
- Assist in planning and coordination of in-house events: coordinate calendar of events, communication with guests and providers, assist in the set-up of the event, manage branding material and generate event statistics.
- Assist with fundraising programmes.
- Assist with other communication and administrative tasks as required.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE

- Bachelor degree in job related area.
- Minimum one year of experience in a similar position. Previous experience in an academic/education institution will be an advantage.
- Excellent written communication skills.
- Strong organizational and time management skills: ability to work with tight deadlines and with several projects simultaneously.
- Ability to work both independently and in a team.
- Excellent knowledge of Microsoft Office tools (work, excel, access, power point and outlook) and web content management systems (WordPress) and social media. Knowledge of graphic design software will be an advantage.
LANGUAGES

- English: Fluent
- Spanish: Fluent
- Catalan: Fluent

CONDITIONS

Full-time position (37.5 h/week). There is a 3 month probationary period.

Flexible work schedule when needed.

Indicative gross salary: EUR 21,000

APPLICATION INFORMATION

To apply please send your CV (preferably no more than 2 pages) with a covering letter to Jordi Roca Solanelles (jordi.roca@ub.edu).

Deadline for applications is April 28th, 2016. Only shortlisted candidates will be contacted for interviews.