

JOB OFFER AT DIPC

EVENT ORGANIZATION & COMMUNICATION

Donostia International Physics Center (DIPC) is looking for qualified candidates with an advanced degree to fill a position as event organization assistant within the center's outreach and communication unit. The successful candidate will provide support to the DIPC's outreach and communication director, as well as to the general direction and management of the center.

Role and duties

Among others:

- Assistance and support in the organization, management and coordination of scientific communication events of DIPC, including outreach events, corporate events as well as scientific conferences (technical secretariat, attention to guests and speakers, booking requests, protocol, etc.).
- Assistance in the preparation of the administrative paperwork required for procuring the necessary suppliers and services involved in the organization of events.
- Preparation of memos and activity impact reports.
- Support in the preparation and updating of the center's corporate communication material (welcome pack, annual report, brochures, website, signage, etc.).
- Follow-up implementation and use of the corporate identity manual.

They will also participate in the administrative and management tasks of the center, providing support to the DIPC's direction when required.

The person recruited will work under the supervision of the center's management, reporting directly to DIPC's Outreach and Communication Director.

Requirements

Studies: Bachelor's Degree or University Degree in Communication and Marketing, Public Relations, Protocol and Event Organization or equivalent, with accredited experience in similar roles to those of the advertised post.

Languages: Fluent in Basque and Spanish. High level of English, spoken and written, demonstrable.

Availability for immediate incorporation.

Other valuable knowledge

Specialized master's degree or postgraduate studies related to the job.

Experience in the management and organization of conferences related to the scientific sector.

Familiarity with the scientific environment, in particular with the BSTIN actors.

Personal skills

Strong interpersonal and communication skills. Dynamism and initiative.

Ability to work in a time-bound and organized way. Multidisciplinary teamwork skills.

Willingness to perform versatile tasks according to role and responsibility.

Sensitivity towards public understanding of science.

We offer

Joining a Research Center of International relevance.

Full-time temporary contract due to production circumstances for 6 months, and immediate incorporation starting as of January 2023.

Salary to be negotiated based on the candidate's profile

Interested candidates should send a curriculum vitae, along with a cover letter to jobs@dipc.org before next **January 18, 2023**.

Applications will be evaluated by a committee appointed by the Director of the DIPC according to the following criteria (with the weighting in percentage of the final score indicated in brackets):

- CV of the candidate (50%)
- Cover letter (10%)
- Personal interview (40%)

Those profiles that, at the discretion of the committee, do not meet any of the requirements for the job position will not be evaluated. Furthermore, it will be required to obtain a minimum of 40 out of 60 in the evaluation of the CV and cover letter to proceed to the personal interview phase.

The final resolution of the selection process will be published on the DIPC website as early as possible.