

**Institutional Communication Unit
Instituto Gulbenkian de Ciência, Oeiras, Portugal**

The **Instituto Gulbenkian de Ciência (IGC)** is looking for a highly motivated and ambitious person to integrate the Institutional Communication Unit and develop **public engagement and outreach activities**.

The Instituto Gulbenkian de Ciência (IGC) (www.gulbenkian.pt/ciencia) is owned by the Fundação Calouste Gulbenkian, a private charitable foundation promoting innovation in charity, arts, education and science. The IGC is an internationally recognized research institute devoted to biological and biomedical research, innovative training and to transforming society through science, towards “solving tomorrow’s challenges”. The values IGC thrives to and aims to spread to society are scientific excellence, originality, open communication, tolerance and cooperative independence. IGC strategy also includes investment in outstanding central facilities, participation and development of national and international networks and activities, as well as in public dissemination, outreach activities and the promotion of science in the developing world (see more and quantitative info in <https://gulbenkian.pt/ciencia/homepage/igc/facts-and-figures/>). The IGC has a vibrant environment, composed by approximately 400 people, 300 scientists, amongst which 30% are foreigners from over 46 nationalities.

ROLE:

- Define the annual plan of public engagement and outreach activities together with the unit's coordination and in line with the communication strategy;
- Design public engagement activities accordingly with the different target audiences involved and type of outreach event;
- Execute public engagement and outreach activities and ensuring actions which includes all or part of the following: recruiting, training, and managing volunteers to execute events; securing event venues, permits, licenses, food and beverages, supplies, transportation, necessary equipment, and entertainment;
- Oversee and facilitate all aspects of event planning: ordering supplies, printing/packing/shipping of materials, registration.
- Collaborate with the team in different science education projects
- Produce evaluation and monitoring reports related to the unit's activities;

REQUIREMENTS:

- Master's degree in Life or Natural Science
- Minimum 3 years' experience in science communication and/or outreach projects;
- Experience in events organization and science education projects;



- Excellent writing and oral communication skills;
- Fluent in English and in Portuguese.
- Intercultural skills and high capacity to work in a team;
- Knowledge of Adobe photoshop or similar is a plus;
- Excellent project management skills and the ability to manage simultaneously several projects with different timelines.
- Ability to develop innovative and creative ideas
- Ability to manage multiple staff, volunteers during events and possesses good problem-solving skills
- Comfortable presenting and speaking in front of the public.

WE OFFER:

- Competitive salary depending on candidate level of expertise
- Career development perspectives
- Dynamic working atmosphere

APPLICATION PROCESS

Interested candidates should send to the email anamorais@igc.gulbenkian.pt , one PDF file with Letter of Motivation (1 page max in English highlighting outreach events portfolio), detailed Curriculum Vitae. Send all the documents by email with the subject "IGCO outreach_name of candidate".

The deadline for the applications submission is **8 May 2022**.

SELECTION PROCEDURE

After a pre-analysis of Curriculum Vitae and letter of motivation the selected candidates will be contacted for an interview.

NON- DISCRIMINATION AND EQUAL ACCESS POLICY

The Instituto Gulbenkian de Ciencia of the Calouste Gulbenkian Foundation actively promotes a non-discrimination and equal access policy, wherefore no candidate can be privileged, benefitted, impaired or deprived of any rights whatsoever, or be exempt of any duties based on ancestry, age, sex, sexual preference, marital status, family and economic conditions, education, origin or social conditions, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, origin territory, language, religion, political or ideological convictions and union membership.