

VACANCY

Digital Communications Officer

The Institut Barcelona d'Estudis Internacionals (IBEI) invites applications for the position of a part-time digital communications officer to support the Jean Monnet Network, **'United in Knowledge: EU-Latin America Academic Synergies'** unites 25 distinguished higher education institutions from Europe and beyond to enhance promote dialogue and understanding between the EU and LAC regions.

The requirements are the following:

- A university degree in International Relations or Political Science, with knowledge of the EU's external policy considered beneficial.
- Fluency in English, with a minimum of level C1 in the Common European Framework of Reference (CEFR).
- Highly experienced in the production and development of podcasts, webinars, and blogs.
- Strong understanding of social media and web tools.
- Video production experience would be advantageous.
- A good understanding of web design and email marketing platforms (e.g., Mailchimp).

The successful candidate will be a proactive self-starter with exceptional organizational, written, and verbal communication skills. Moreover, the candidate should be an excellent writer and editor, capable of delivering complex content in a clear and persuasive manner. The successful candidate will also work well within teams and be capable of managing multiple tasks simultaneously.

This 12,5 hours/week appointment is anticipated to be made for 3 years, starting in February 2025. Salary is commensurate with similar administrative positions at IBEI.

Applications must be submitted by 26 January, 2025.

Applications must be submitted through the [Application Form](#) and should include:

- A motivation letter explaining how your CV is related to this position (1 page).
- A detailed CV including the names of two referees.



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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.ibeio.org



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