

Job profile – Communication Officer – Turing Centre for Living Systems

The Turing Center for Living Systems (CENTURI) is an interdisciplinary research center of Aix-Marseille University, bringing together a community of biologists, physicists, mathematicians, computer scientists and engineers.

CENTURI is looking to recruit a new Communication Officer, responsible for leading the center's communications activities. The successful candidate will be fully integrated to the governance team (5 people), supervised by the Turing Center Steering and Administrative Manager.

Duties / activities

The Communication Officer, together with the Project Director, the Steering and Administrative Manager and the Steering Committee, defines the Turing Center's communications strategy and is responsible for its implementation. The successful candidate will work closely with the rest of the governance team, particularly the Event Manager. The responsibilities of the position include:

Internal Communication

- Leading the Center's communication activities
- E-mailing to the CENTURI community (scientific events, recruitments, center life, etc.)
- Preparation - writing and design - of internal and external communication materials (posters, flyers, guides, etc.)
- Preparation and writing of a quarterly newsletter
- Management of the Intranet and update of the information on the website (seminar calendar, photos, events)
- Active participation in the organization of training and internal events

External communication

- Management of external communication towards the international scientific community (research institutes, universities, researchers, learned societies etc.) - publication of offers on CENTURI website, publication on specialized websites, emailing, etc.
- Active participation in the communication, organization and smooth running of CENTURI events (major international conferences, calls for proposals for the recruitment of PhD students and researchers)
- Active participation in the scientific mediation program (series of conferences and short videos for the general public).
- Management of CENTURI website (public part): diffusion of events, publication of job offers, updating, evolution etc.
- Management of CENTURI social networks (Twitter and LinkedIn)- regular publications of significant information on past and future events

- Creating and updating a publication and mailing calendar

The selected person will be a full member of the governance team and will attend the Turing Centre's steering committee. He/she will suggest new tools to ensure good communication of the center and actively participate in the organization of CENTURI events.

Expected profile

CENTURI is looking for a candidate with a Master's degree in science communication or a Master's degree in communication with a strong interest in science.

The successful candidate must have at least one year of successful experience in communication and event organization. Mastery of communication software (Adobe suite: Indesign, Illustrator, Lightroom), website management (under Wordpress) and social networks is essential. Knowledge of the research and academic world is an important asset. Experience in organizing events would also be a plus.

The successful candidate will have good interpersonal skills and a strong team spirit, knowing how to interact with other members of the governance team as well as with researchers in various fields (biology, physics, mathematics and computer science). CENTURI is looking for an open-minded, proactive person who is able to work independently and has good writing skills.

Fluency in English (European level C1 or C2) is imperative.

Terms of the proposed position

CENTURI offers a dynamic and highly interactive work environment with the opportunity to work with researchers and engineers from many disciplines. CENTURI offers 12 to 15 months contract from the University of Aix-Marseille, depending on the start date(ideally in the beginning of September) . The salary will be based on the University of Aix-Marseille grids, with a monthly gross salary between 1.977 € and 2.585 € depending on the profile and experience.

If you are interested, we invite you to apply online before June 30, 2024 at the following address: <http://centuri-livingsystems.org/recruitment/>

Starting date: September 2024

Benefits :

- 50 days of leave from the first year of the contract, then 58 days after one year
- Participation in public transport costs
- Financial contribution to mutual costs
- Home office possible up to 2 days/week, depending on needs and the organization of the service
- Restaurant on site with very advantageous meal prices
- Joint social and cultural action service (SCASC)

Applications must include:

- A CV
- A cover letter, describing your communications experience
- Two references that we can contact