

Science Communications Specialist

The Lieber Institute for Brain Development is seeking a Science Communications Specialist to play a key role in the organization's communications efforts. The candidate will work closely with the Chief of External Relations and report to the Chief of Staff. The candidate is a resourceful, detail oriented, self-starter with exceptional organizational and communication skills and the ability to multitask, meet deadlines and achieve results independently and as part of a team. Main responsibilities include the management of the website, public relations, social media strategy, and creation of communications materials and content.

Primary duties and responsibilities include:

- Provides exceptional end user service by managing the day to day communication activities in a timely, responsive, mission oriented manner.
- Manages the website ensuring accurate and timely content and design updates which reflect the Institute's mission, image and status.
- Manages the social media program which communicates the LIBD's mission and point of view.
- Designs, writes and produces in-house projects such as brochures and fact sheets.
- Effectively interfaces with scientific staff to identify and coordinate content for communications pieces.
- Coordinates and writes illustrative background pieces on the LIBD's scientific programs.
- Supports the public relations efforts and assists in the management of branding and identity efforts and tracking.
- Coordinates the work of outside agencies.

Qualifications and Experience:

- A Bachelor's degree with emphasis in science, medicine, journalism, or public relations required.
- Three or more years of demonstrated communications experience in a medical/science/health organization.
- Experience with media relations and public relations.
- Excellent interpersonal skills, a sense of humor, flexibility, and a strong work ethic.
- Excellent verbal and written communication skills.
- Proven experience in website and social media design and upkeep.
- Ability to prioritize, manage, and complete multiple projects and work collaboratively across the organization.
- Proficiency in all Microsoft products and also design software.