

Marketing & Communications Associate

A little about us:

The Lieber Institute for Brain Development (LIBD) was conceived from the realization that a new approach is needed to fully exploit the unprecedented opportunities to accomplish the critical goal of helping affected individuals and their families. The LIBD aims to transform the research landscape in two ways: by providing new tools for scientific discovery and by developing new collaborative approaches to achieve our ambitious mission.

The mission of the Lieber Institute for Brain Development is to translate the understanding of basic genetic and molecular mechanisms of schizophrenia and related developmental brain disorders into clinical advances that change the lives of affected individuals. We are an independent 501(c)(3) medical research institute located in the Bioscience Park on the campus of the Johns Hopkins School of Medicine and Hospital.

Job Summary:

The Lieber Institute for Brain Development is seeking a Marketing and Communications Associate to play a key role in the organization's communications efforts. The candidate will be responsible for coordinating the implantation of the marketing and communications strategy and report to the Director of Communications. The ideal 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.

Primary Job Responsibilities:

- Monitor Institute's website ensuring accurate and timely content updates.
- Implement engagement campaigns and social media strategy effectively across channels.
- Track and report performance of web and social media communication efforts
- Revise marketing material including brochures, power point presentations and other collateral, as needed.
- Execute email marketing and communications strategy effectively and report on campaign reach, open rates, etc.
- Provide event management support including logistics, communication, and marketing
- Effectively interface with scientific staff to identify and coordinate content for both internal and external communications.
- Manage internal communications, including monthly report.
- Support the public relations efforts of the Institute including drafting and disseminating press releases
- Coordinate Institute work with outside agencies and government officials including regular communication of timely Institute updates and in-person meetings
- Provides general administrative support as needed

- Manage and execute other projects as assigned

Qualifications and Experience:

- A Bachelor's degree required.
- Preferred 1-2 years of demonstrated communications experience, preferably 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 management
- Ability to prioritize, manage, and complete multiple projects and work collaboratively across the organization.
- Proficiency in all Microsoft and Adobe software required.
- Proficiency in WordPress and MailChimp preferred.

To Apply: Interested applicants should submit a cover letter and resume to: jobs@libd.org with the subject line "Marketing & Communications Associate".

EEOC Statement:

The Lieber Institute for Brain Development is proudly an equal employment opportunity and equal professional advancement employer. Employment decisions at the Lieber Institute for Brain Development are based on merit, qualifications, and abilities. It is our policy that the Lieber Institute does not discriminate in employment opportunities on the basis of race, religion, color, sex, age, marital status, national origin or ancestry, citizenship, physical or mental disability, sexual preference/orientation or veteran status with regard to any position or employment for which the applicant or employee is qualified.