

## **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 & Communications Associate to play a key role in the organization's communications efforts. The candidate will be responsible for coordinating and supporting the execution of the marketing and communications strategy and will 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 responsibilities:**

- Monitor the Institute's website ensuring accurate and timely content updates.
- Implement the Institute's social media strategy effectively across all channels.
- Track and report performance of web and social media communication efforts.
- Create and revise marketing material including brochures, power point presentations and other collateral, as needed.
- Execute email marketing and communications strategies and report on campaign reach, open rates, etc.
- Provide event management support including logistics, communication, and marketing
- Support internal communications.
- Provide general support for the communications team including coordinating work with outside agencies, maintaining the communications calendar, coordinate and staff internal and external meetings.
- Manage administrative duties and execute other projects as assigned.

### **Qualifications and Experience:**

- Bachelor's degree required.
- A minimum of 1-2 years of demonstrated communications experience is required, 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 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 via email 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.