

INSTITUTIONAL COMMUNICATIONS AND EXECUTIVE COORDINATOR FOR THE FRAUNHOFER CENTER OF APPLIED TERAGNOSTICS (IC01-FCAT)

1. Introduction to the position:

The Fraunhofer Spain Research foundation is looking for an Institutional communications and executive coordinator to provide executive support and coordinate communication, institutional relations, event management and press/branding management to projects at the Fraunhofer Center of Applied Theragnostics in Catalonia (Fraunhofer CAT).

The contract will be within the framework of the Fraunhofer-CAT project, whose objective is the development of new diagnostic, prognostic and therapeutic tools in the field of precision medicine. For example, the development of new technologies for i) the establishment of biomimetic organ and tissue models for in vitro testing, ii) the development of sensors and electronic devices, iii) the design and validation of therapeutic strategies for personalized medicine, and iv) the production and validation of new biological models.

This project is funded by: Ministerio de Ciencia, Innovación y Universidades, Generalitat de Catalunya and Ajuntament de Barcelona.

2. Main duties and responsibilities:

Under the supervision of the Fraunhofer-CAT direction, the applicant will carry out the following activities:

- Support to direction, including agenda monitoring and coordination, communication, meeting organization, signatures and preparation of documents.
- Coordination of the internal institutional communication.
- Design, development and coordination of institutional events, including budget, reservations, relationship with providers and protocol management.
- Management of the press office, coordinating and ensuring diffusion of scientific and non-scientific activities by the proper channels to different target groups.
- Branding management, including coordinating the design and update of templates and other branding material and de production of multimedia news.
- Website management, in collaboration with other units of the institution.
- Engaging project manager, with the aim of broaden the diffusion of the institution with stakeholders.
- Purchase management of consumables associated to direction, including stock control, documentation, relationships with suppliers and follow up until the reception and storage of materials.
- Collaboration in knowledge retention, including reading and reviewing of specific material, learning from other positions and participation in trainings.

3. Requirements for candidates

Essential

- Education or training in communications, cultural management and/ or international relationships.

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- Minimum 4 years' experience working on events organization and institutional relationships.
- Native level in Catalan and Spanish. Excellent English.
- Strong planning and organizational skills.
- Teamwork, communication skills and proactivity.
- Ability to prioritize tasks, multitask, and manage time effectively.
- Ability to work effectively in an international and multicultural environment.

Advantageous:

- Prior experience in German organizations.
- Excellent knowledge of German

We Offer:

- Number of available positions: 1
- Starting date: as soon as possible
- Working conditions:
 - Full time permanent contract. Attractive salary
 - Measures to reconcile work and family life (maternity and paternity leave, flexible schedule working hours, 23 working days of paid holidays, 6 leave days for personal matters, among others).
- Fraunhofer Spain Research ensures equality of access to professional development opportunities irrespective of employment status or other factors.
- Stimulating, interdisciplinary research and high-quality international scientific environment.
- Induction programme to facilitate incorporation at Fraunhofer Spain Research and additional support is provided for foreigners to obtain Visa-working permit and to install in Barcelona.

How to apply:

Until the 15th of December, by sending a CV and motivation letter to info@fraunhofer.es with the reference "IC01-FCAT" as subject of the email.

Only those applications submitted before the deadline will be evaluated.

Reference: IC01-FCAT

If you have any further questions regarding your application or the application process, please get in touch with us at info@fraunhofer.es

Principles of the selection process:

Fraunhofer Research Spain Foundation is committed to the principles of the Code of Conduct for the Recruitment of Researchers of the European Commission and the Open, Transparent and Merit based Recruitment principles (OTM-R).

Fraunhofer Research Spain Foundation's commitment on equal opportunity: our strength and excellence as an international transdisciplinary research institute are based on diversity. Being an equal opportunity

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employer, we are committed to diversity and inclusion, so that we support employees irrespective of their gender, nationality, religion, disabilities, age, sexual identity or cultural and socioeconomic background.

Fraunhofer Research Spain Foundation aims for a representative gender balance at all levels of staff, so we strongly encourage women to apply. At least 40% of shortlisted applicants invited to interview have to be women with comparable level of CVs as the male candidates.

Protection of personal data:

Fraunhofer Spain Research Foundation guarantees that candidates' personal data are processed in accordance with the requirements of the EU General Data Protection Regulation (GDPR) and Law 3/2018 on Data Protection.

Personal data will be processed solely for the purposes of the selection process.

Who we are?

The Fundación Fraunhofer Spain Research (Fraunhofer Spain) is a non-profit private Spanish Foundation, established in Barcelona in 2025 as an affiliate of Fraunhofer-Gesellschaft, Europe's leading organization for applied research (<https://www.fraunhofer.es/>).

Our mission is to conduct independent research activities, including training, knowledge dissemination, and technology transfer. These activities range from basic research to prototype development and small-scale production, strengthening the internationalization of applied research and connecting academia with productive sectors.

Fraunhofer Spain Research has launched its first program in applied bioengineering for health: the Fraunhofer Center of Applied Theragnostics (Fraunhofer CAT). This initiative is dedicated to developing innovative diagnostic, prognostic, and therapeutic tools within the field of precision medicine. The program aims to generate significant academic, industrial, and healthcare impact, ultimately contributing to societal well-being.

Fraunhofer Spain was founded by Fraunhofer-Gesellschaft, the largest organisation for applied research in Europe with the economic support of the Spanish Government (Ministerio de Ciencia, Innovación y Universidades), the Barcelona City Council (Ajuntament de Barcelona), and the Catalan Government (Generalitat de Catalunya), as well as the academic collaboration of Barcelona University, the Institute for Bioengineering of Catalonia (IBEC) and Fraunhofer Institute for Biomedical Engineering (Fraunhofer IBMT).

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