

MRI Communications Manager (0.6 FTE)

Background

Since 2001, the Mountain Research Initiative (MRI) has served as a global research coordination network that connects researchers and promotes global change research in mountain regions worldwide. The MRI Coordination Office, hosted at the Centre for Development and Environment (CDE) at the University of Bern, Switzerland, coordinates this network through knowledge creation-enabling activities such as syntheses workshops, working groups, events, and platforms that bring researchers and stakeholders from diverse disciplines and backgrounds together. For more information, please visit www.mountainresearchinitiative.org.

To realise the MRI mission and its key objectives, as well as support the MRI Coordination Office fulfil one of its key functions in communicating effectively, the MRI seeks an experienced, creative, and motivated **Communications Manager** to implement and enhance the MRI's communications offering and contribute towards formalising and further developing its strategy.

Core Responsibilities

- Responsible for developing, implementing, and enhancing the MRI's communications offering through its website, monthly newsletter, social media, brand identity, and digital and hardcopy publications.
- Responsible for tracking and reporting on key communications figures for internal reporting purposes.
- Support the MRI Executive Director in the coordination and implementation of tasks relating to outreach and communications for knowledge dissemination, including liaison with the MRI Governing Body, MRI Working Group leads, funders, partners, and other external stakeholders, thereby promoting the visibility of mountains and the outputs and outcomes of mountain research within scientific organizations, other networks and organisations, the public, and/or media outlets.
- In close collaboration with the MRI Scientific Project Officers, develop content that highlights and communicates on key project and activities outputs and outcomes. Additionally, support the MRI Scientific Project Officers in the planning, promotion, and facilitation of events, such as workshops, webinars, seminars, or scientific meetings, where necessary.
- Contribute to formalising and further developing a communications strategy that aligns with and responds to current strategic overarching objectives at the MRI, plus future prospects for the network.
- Participate in and contribute to other MRI Coordination Office activities, including maintenance of the expert's database, administration support, and/or co-supervision of assistants and/or interns, when required.

Qualifications, Experience, and Skills

- Bachelor-level (or equivalent) qualification in media and/or communication-related fields. A background in a science-related field, and/or experience with science communication and outreach, are considered a valuable advantage.
- At least 3 years of experience in a communications role, ideally with experience in project management and managing third-party contracted service providers such as website developers.
- First-hand knowledge of digital and printed media and desktop publishing, with experience in media relations being a plus.
- First-hand knowledge of content management systems, website maintenance platforms (e.g. WordPress), analytics and monitoring tools to track impact for reporting purposes, and social media platforms.
- Able to prioritise and manage multiple projects and simultaneous deadlines, adopting an organized, efficient, independent, and yet collaborative work style as part of a close knit and international team.
- Excellent interpersonal and intercultural communication and presentation skills.
- Spoken and written proficiency in English is required, with knowledge of German and/or French being highly desirable.

What we offer

Hosted at the University of Bern, the MRI offers very attractive and flexible working conditions. Additionally, the MRI provides great prospects to develop professionally and expand networks, as well as offering the opportunity to apply skills and creativity as part of a vibrant global research community that values impactful science-based narratives, outreach, and advocacy for mountains. The position is initially a 2-year fixed-term contract at 60% FTE (negotiable), starting no later than 1 November 2024 (preferably earlier), with possibility for renewal depending on funding availability beyond 2026. The position is based at the MRI Coordination Office and the salary is set in accordance with the University of Bern and the employment conditions of the Canton of Bern.

Application

To apply, please complete the [online application form](#), and upload the following supporting documents **as a single PDF with your last name in the file name**: a) Cover letter; b) Curriculum Vitae (4-page max., including the names and contact details of two referees; and 3) Letter of recommendation. Please do not send your application via email. **Applications are reviewed on an ongoing basis until 23:59 CEST, 30 August 2024**, or until a suitable candidate is found. Shortlisted applicants will be contacted via email to arrange an in-person interview, to be scheduled in September 2024. For any questions regarding the position, please contact Dr Carolina Adler at carolina.adler@unibe.ch