

Science Manager (m/f/d) (#WMSM01)

The **Institute of Molecular Biology** www.imb.de is a growing Centre of Excellence for Life Sciences. IMB is located on the campus of Johannes Gutenberg University in Mainz, one of the largest universities in Germany. As an **international institute**—currently, 55% of our scientific staff come from abroad with over 30 nationalities represented—our **official language is English** and we provide an exciting, intercultural working environment. IMB's Scientific Management Department is seeking to recruit a Science Manager who will run IMB's seminar series, support the Science Writer in the production of internal and external communications for print and online publications, and support IMB's Events Office in the organisation of events.

Activities include:

- The organisation of IMB's seminar series
- Supporting the Events Office in the organisation and running of events
- Supporting the Science Writer by editing, proofreading and writing English texts in a variety of styles, including for press releases, bulletins, website, newsletters and conference booklets and reports
- Involvement in IMB's outreach activities and social media presence

We are looking for a person with the following attributes to join our young and dynamic team:

- Excellent writing and communication skills in English (native speaker level preferred); no knowledge of German required
- A proven ability to interact with professionals at different levels
- Previous experience in event organisation and or coordinating external visitors is advantageous
- Experience with corporate social media outreach is a plus
- A degree in the life sciences and/or a similar background would be beneficial
- An outgoing personality who is motivated, reliable and flexible, and who can work both independently and within a service-orientated team

Your prospects: We offer an interesting position in a growing international institute. Remuneration is according to your experience and we offer vocational training opportunities. The position is initially fixed-term for 2 years, with the possibility for extension with a permanent contract. The position may be filled on a part time basis. Starting date for the position is 1 November 2019 or later. IMB is an equal opportunity employer.

The city of Mainz is a charming, open-minded city with a large student population. It is within easy reach of both cosmopolitan Frankfurt as well as the Rhine valley region with its castles, vineyards and nature reserves that offer great outdoor activities. With Frankfurt airport—one of the largest airports in Europe—only 25 minutes away, countless European and overseas destinations are within easy reach.

To apply, please email a cover letter, your CV and references, and copies of your degrees as a single PDF file to personnel@imb.de. Please quote ref. no. #WMSM01. Informal enquires should be addressed to Dr Ralf Dahm (r.dahm@imb.de).

Closing date for applications: 1 September 2019

Declaration of Consent and Data Protection

By sending us your application, you are consenting to us saving your personal data in order to carry out the selection process. You can find more information on data protection and retention periods at www.imb.de/jobs/Data Protection.