

Call for a Science Communication Officer

ISR | Lisboa (Instituto de Sistemas e Robótica, Instituto Superior Técnico) is seeking a Science Communication Officer to develop, coordinate and deliver its internal and external communication and external communication and public engagement activities.

Candidate profile

- Background in communication, journalism, science communication, or a related field.
- Excellent written and spoken Portuguese and English.
- Experience with social media management, newsletter tools such as Mailchimp, and content management systems.
- Ability to engage with researchers and communicate technical topics clearly to different audiences.
- Strong organization skills, initiative and the ability to work with several teams and across campuses.
- Experience in event coordination, public engagement or educational outreach is desirable.
- Skills in photography, video editing and visual content production, using tools such as Adobe Creative Cloud, Canva or equivalent, are desirable.

Key responsibilities

1. Institutional and internal communication

- Apply ISR | Lisboa's institutional identity, mission, vision and key messages consistently across communication channels and materials.
- Produce and distribute the monthly newsletter (ISR-Connected), and publish it on the website and on-site notice boards.
- Manage the general mailing list, including adding contacts, approving moderated messages, and updating the welcome document.
- Manage content playlists and publication schedules for information screens across ISR facilities.
- Contribute to the communication plan and agree priorities with the Executive Board.

2. Content production, Digital channels, and Media relations

- Write, edit and publish website news and social media content, adapting language and formats to each platform and audience.
- Maintain an editorial calendar and monitor communication results using available analytics.
- Create or coordinate visual and audiovisual content, including photographs, short videos, graphics and presentations.
- Support communication for research groups, projects and related platforms, including their web pages.
- Prepare press releases and liaise with Portuguese media in coordination with Técnico's communication team.
- Collaborate with Técnico's communication team and participate in the ComunicaCiência network of communication officers.

3. Outreach

- Coordinate visits by school groups to ISR and support outreach activities delivered in schools.
- Work with researchers, Técnico departments, schools and outreach partners to prepare accessible demonstrations and educational activities.
- Support visits from companies, stakeholders, international delegations, and other research units in liaison with the Executive Board;
- Represent ISR | Lisboa at public engagement, institutional and professional events, including international events, coordinating demonstrations with the involved researchers.
- Coordinate ISR's participation in initiatives such as European Researchers' Night, Técnico open days, student events, and Ciência Viva activities.

4. Scientific and institutional events

- Organise the Get Together seminar series and the annual ISR | Retreat, working with researchers, students and relevant committees.
- Support the organisation, promotion and communication of scientific and institutional events, including LARSyS meetings, symposia and robotics competitions associated with academic programmes.
- Coordinate invitations, participant communications, dissemination materials and event coverage, in collaboration with the organising teams.

5. Administrative and website support

- Keep website and back-office information up to date, including publications, projects, members, awards, staff profiles and photographs;
- Work with the Executive Board and the web developer to improve the website structure, design, functionality and usability.
- Maintain organised archives and backups of communication assets, including photographs, videos and templates.
- Support the planning and monitoring of communication resources and expenditure, including equipment, software subscriptions and promotional materials, and monitor merchandising stock and replenishment needs.
- Prepare activity reports covering communication, events and outreach to support evaluation and future planning.