Marketing Communications Coordinator

Who We Are

The California Institute for Regenerative Medicine (CIRM) is looking for highly talented individuals who are driven to deliver outstanding results and committed to radically improving medicine with stem cells to join our team.

At CIRM, we never forget that we were created by the people of California to accelerate stem cell treatments to patients with unmet medical needs and act with a sense of urgency commensurate with that mission.

To meet this challenge, our team of highly trained and experienced professionals actively partners with both academia and industry in a hands-on, entrepreneurial environment to fast-track the development of today’s most promising stem cell technologies.

With $3 billion in funding and approximately 300 active stem cell programs in our portfolio, CIRM is the world’s largest institution dedicated to helping people by bringing the future of cellular medicine closer to reality.

Position Description

Under the general direction of the Vice President of Administration, the Marketing Communications Coordinator is responsible for providing project management skills and content for various CIRM communication tools, including but not limited to its website, blog, other social media outlets, monthly newsletter and other outreach materials.

Responsibilities

In this position, with minimal oversight, you will be accountable for:
• Write compelling lay-level summaries for our blog, The Stem Cellar, about CIRM-funded research and other advances in stem cell research.
• Oversee and manage the maintenance and upkeep of the CIRM website.
• Create Marketing 1 sheets.
• Provide program management of Communications projects as they arise, such as the CIRM website and social media, and the Annual Report.
• Write and edit the Monthly Newsletter compilation of news about the Agency and CIRM-funded research.
• Collaborate with other CIRM Teams to produce high quality written materials to support CIRM’s marketing and mission.
• Participate in the creative development of an expanding public education campaign.
• And duties as assigned.

Requirements

• An “all in” commitment to accomplishing the mission of CIRM. Knowledge of the principles, practices and trends of public and business administration.
• Bachelor’s degree in Communications or a related field and/or five years of increasingly responsible professional experience in the project management of Communications matters or an equivalent combination of education and experience.
• Requires the ability to analyze data, and to communicate. Must be able to access and utilize various media platforms.
• Self-directed individual who can effectively work as a team player.
• Possesses excellent communication skills, both oral and written.
• Demonstrated ability to simultaneously manage projects in varying stages of development under time pressure.

Position Details

Location: Oakland, CA

Schedule: Full-Time. Must be able to work outside of normal business hours.

Travel: Limited travel may be required.
Salary Range and Benefits

The salary range for the Marketing Communications Coordinator is negotiable based on experience.

The position is open until a suitable candidate is found. CIRM may utilize a resume review only for this position.

How to apply

Interested candidates please submit:

• Cover letter
• CV/Resume
• California State application at http://jobs.ca.gov/pdf/std678.pdf

To: jobs@cirm.ca.gov

CIRM is an Equal Opportunity Employer and committed to a diverse workforce.