



Elettra Sincrotrone Trieste

# Communication and Meetings Assistant

Deadline: 30 August 2025

Ref: EA/25/22

## Background

Elettra Sincrotrone Trieste is an international multidisciplinary research center offering international users access to synchrotron and free-electron laser radiation for the characterization and processing of matter. The extremely high quality of the light sources and beamlines has set new performance records and has been producing results of great scientific and technological interest. In order to allow the laboratory to remain competitive in the next 20 years, an entirely new synchrotron radiation source - Elettra 2.0 - belonging to the new generation of storage rings (DLSR or Diffraction Limited Storage Ring) is being installed and will join the already operating free-electron source FERMI in the second half of 2026. The new source will exhibit a major increase in the brilliance and coherence fraction of the photon beams. The Elettra 2.0 optics is based on our enhanced symmetric six bend achromat structure (S6BA-E) with a 12-fold symmetry and an emittance of 200 pm-rad at 2.4 GeV. The new structure creates also straight sections in the arcs permitting the installation of additional insertion devices, thus increasing the number of beamlines. Existing beamlines are being upgraded and new beamlines constructed to take full advantage of the characteristics of Elettra 2.0. See <http://www.elettra.eu> for more information.

## Job description

The successful candidate will join the Communication staff that is responsible for the development and implementation of communication strategies. Furthermore, under the supervision of the Meetings Project Leader, he/she will support the organization of meetings, conferences, workshops and events.

The main duties of the Communication and Meetings Assistant will be:

- contributing to the development and implementation of communication strategies across digital and traditional channels;
- drafting, editing, and distributing content (newsletters, press releases, social media posts, website updates), adapting tone and format to different audiences,
- ensuring consistency and coherence of institutional messaging across all communication materials and platforms;
- planning and supporting the operational organization of institutional meetings, scientific conferences, workshops, and outreach initiatives;
- coordinating event logistics (venues, catering, technical services, guest management), ensuring quality and timely delivery, in compliance with public procurement regulations;
- providing administrative support to the Communication staff and Meetings Project (scheduling, record keeping, coordination with suppliers and service providers);
- collaborating with researchers, technical staff, and external stakeholders to facilitate effective communication and successful event execution.

The position will require strong writing, editing, and storytelling skills, and the ability to tailor content to various audiences and platforms; excellent communication, organizational and time management skills, with the ability to meet tight deadlines; flexibility, autonomy, discretion, initiative and a problem-solving attitude, together with strong interpersonal skills and the ability to work effectively within multidisciplinary and international teams.

## Qualifications

Bachelor's degree in Communications, Marketing, Public Relations, or related fields is required together with:

- at least 5 years of documented experience in communication roles and/or event organization, preferably within research

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institutions, universities, or public-sector entities;

- knowledge of Italian public procurement procedures;
- proficiency in Microsoft Office (Word, PowerPoint, Excel), Canva, and major social media (SM) platforms
- expertise in Indico website management, preferably for conference or organizational events;
- excellent written and spoken skills in both English and Italian; only candidates with a certified C1 level of English or equivalent will be considered.

The following qualifications will be considered as additional assets:

- experience in supporting executive or presidential offices and managing high-level guests and meetings;
- familiarity with email marketing tools (e.g., Mailchimp) and content management systems (CMS);
- graphic design skills and experience in producing communication materials;
- experience in designing prompts for widely used AI tools (e.g., ChatGPT, Claude, Gemini);
- knowledge of additional foreign languages.

## General information

The appointment envisioned is a permanent position, subject to a three months trial period. The salary will be commensurate with previous experience and qualifications of the candidate.

Applications must include a complete *curriculum vitae* and the contact details (including e-mail addresses) of at least three referees.

The ranking of suitable candidates resulting from this selection process may be used within the following 24 months.

Interviews may be conducted via video conferencing.

Permanent employees of Elettra Sincrotrone Trieste S.C.p.A. will be excluded from the present selection procedure. Employees or former employees of any Italian Public Entity who have exercised authority over Elettra Sincrotrone Trieste S.C.p.A. or have negotiated with Elettra - Sincrotrone Trieste S.C.p.A. within the last three years, will also be excluded from the present selection procedure, in accordance with the provisions of article 21 of the Italian legislative decree no. 39/2013 and in conjunction with article 53 (subsection 16ter) of Italian legislative decree no. 165/2001.

The deadline for the submission of the application is August 30, 2025.

We thank all applicants in advance.

For more information, please contact Laura Forgiarini (email: [laura.forgiarini@elettra.eu](mailto:laura.forgiarini@elettra.eu)).

To apply for this position please visit the following link:

<https://www.elettra.trieste.it/it/about/careers/working-withus.html?id=4260>

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