

# Humble Bee Bio

## Comms Advisor [Fixed Term]



### Job Description

**Contact:** Veronica H-Stevenson

[veronica@humblebee.co.nz](mailto:veronica@humblebee.co.nz)

### Who we are:

Are you keen to help disrupt the global plastics industry? Do you thrive in fast-moving, high-performance environments?

Can you take complex concepts and communicate them effectively, developing and executing on strategies to engage our audience? If so, maybe you are the Communications Advisor that Humble Bee Bio needs to take the company through the next phase.

Humble Bee Bio is an emerging biotech company on a mission to build novel bio-materials that solve market and environmental problems. Using the power of synthetic biology we aim to replace persistent and unsustainable plastics with new advanced materials inspired by nature.

### Purpose of Role:

We have a new opportunity to join us to help support our fundraising efforts through the planning and delivery of communications via multiple channels, including our website and social media.

The role is a fixed term contract for 4.5 months with a potential to extend, pending the success of fundraising.

### Responsibilities and Tasks:

All responsibilities and tasks will be in full collaboration with Veronica, our Founder who is leading our fundraising efforts:

- › Provide communications advice, context, insight and critical thinking.
- › Planning, writing and publishing of external communications - newsletters, blog posts, social media.
- › Developing web content and regularly updating the website.

- › Managing our social media accounts - LinkedIn, Twitter, Facebook, Instagram, Medium (blog).
- › Developing video and image content.
- › Assist with internal communications.
- › Proactively find stories of discovery and solutions relevant to our mission. We aim to be thought leaders and consciousness raisers.

### Required Skills and Experience:

- › Understanding of science - a degree in science or science communication is highly desirable.
- › Self-driven with the ability to work autonomously with minimal supervision.
- › Highly organised and efficient.
- › Able to write in both colloquial and academic tones, and craft engaging narratives that resonate with diverse audiences.
- › Experience managing social media maximising reach with limited budgets.
- › Able to conduct research on civil and academic databases.
- › Familiar with design software for campaigns (Affinity), social media (Twitter, LinkedIn, Medium, Instagram, Facebook), newsletter managers (Mailchimp) and corporate documents (Gsuite).

### Eligibility:

- › Be legally permitted to work in New Zealand.

### Benefits and Details:

- › 5 - 7 hours a week

- › Wellington based (remote for the right person).
- › Hourly rate \$25-30ph depending on experience.
- › 4.5-month fixed term contract starting in November 2021.

To apply, please send us your CV and a cover letter setting out your ambitions and why you will be a good fit at Humble Bee Bio.

Please send this to: [info@humblebee.co.nz](mailto:info@humblebee.co.nz)