

foraus – SWISS FORUM ON FOREIGN POLICY

is looking for a

Digital Project Manager (40-80%)

foraus - Swiss Forum on Foreign Policy generates foreign policy recommendations for decision makers and the public by means of a unique grassroots think tank model. Its non-partisan approach aims to promote open dialogue and informed decision-making by bridging the gap between academia and politics. Its success as a think tank is based on the voluntary commitment of its network of young researchers and foreign policy enthusiasts.

With a vision to enable bottom-up foreign policy impact on a global scale, we are rapidly expanding this network internationally by supporting the establishment of grassroots think tanks in other countries. This requires a significant digital transformation of the organization. We are working to achieve this through two coordinated but separately funded projects: 1) A digital infrastructure to facilitate the establishment of new think tanks (website, CRM, templates, knowledge sharing, etc.) and 2) a crowd-sourcing platform to facilitate collaborative content creation. In both cases, the development process needs to be inclusive and take into consideration the needs of not just *foraus* but also the think tanks in its network around that operate across Europe and around the world.

We are now looking for tech-savvy people to join us on this journey. This may be a single person (80%) taking on both projects, or two people responsible for one project each (40%). In both cases, you will be the interface between *foraus* and external developers, managing both a multi-party design process and overseeing implementation. Your role may also include more technical tasks like website and CRM administration or overseeing data migration and systems integration. You would be based at our Zurich office and work in close collaboration with both the local team and our international partners. An intern will assist your mission. If you are:

- experienced in IT project management and administrator roles, particularly in the areas of web development, CRM, social platforms, and civic tech;
- knowledgeable of related issues such as privacy, security or digital engagement;
- familiar with think tank, non-profit or community organizations;
- proficient in English and conversational in German or French;
- an independent and proactive person with strong interpersonal skills and a flexible mind;

... then you are our ideal candidate! You can shape the future of an exciting and dynamic organization. We look forward to receiving your application using [this link](#) by May 27, 2018. Interviews take place in the beginning of June. We encourage female and minority applicants.

If you have questions regarding this offer, please contact jeff.knezovich@foraus.ch.