

The Global Compact Network Switzerland & Liechtenstein (GCNSL) is the official platform for the United Nations Global Compact Initiative (UNGC) in Switzerland. It is a legally independent association which aligns its activities with the goals and strategies of the UN Global Compact. We strive to generate added value to our members by sharing knowledge, organizing workshops and conferences and providing training and consultancy on corporate responsibility and the Sustainable Development Goals (SDGs). We also serve as an intermediary between our members and the UN Global Compact Office in New York. For our Secretariat in Zürich we are recruiting a

Communication & Marketing Specialist (50%-70%)

Responsibilities:

- Create and implement communication and social media strategies and concepts
- Develop and manage media content, ensuring their timely dissemination and amplification across various communications channels (mainly website, social media platforms, print)
- Generate and deliver creative ideas for raising GCNSL's profile and brand
- Write articles, press releases and reports for a range of different stakeholders
- Organise events of all sizes
- Represent the GCNSL Network

Requirements:

- BA, MA or other relevant training in communication, marketing or similar
- Several years of relevant work experience in communication and marketing
- Excellent written and verbal communication skills in English and German and knowledge of French, plus strong interpersonal skills
- Excellent computer skills and experience of working with multimedia tools
- Knowledge of Joomla (CMS) is a plus
- Strong awareness of and interest in corporate responsibility and sustainability
- Attention to details, accountability and ability to multitask
- Efficient, open minded and organized personality with positive attitude

Our offer:

A small and friendly team of very dedicated people, room for personal development and self-initiative. Good working conditions in a pleasant office in Zürich.

Please send your complete application per email to Alice Harbach-Forel, alice.harbach@globalcompact.ch. The application deadline is the 24th March 2020. Only direct applications will be considered. For additional information, kindly contact Alice Harbach by email.