

The UN 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:

Marketing & Communications Specialist (80% - 100%)

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

Requirements:

- BA, MA or other relevant training in communication, marketing or similar
- 2 -5 years relevant work experience in communication and marketing and/or journalism
- Excellent written and verbal communication skills in English and German, knowledge of French a plus; strong interpersonal skills
- Excellent computer skills and experience of working with multimedia tools
- Photo and video editing skills
- Experience with digital marketing platforms
- Strong awareness of and interest in corporate responsibility and sustainability
- Experience/interest in membership management a plus
- Attention to details, accountability, and ability to multitask
- Efficient, open minded, team-oriented 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 by email with the subject "Marketing and Communications Officer - 2022" to Annie Forster, annie.forster@globalcompact.ch. The application deadline is the 31st of August 2022. Only direct applications will be considered. For additional information, kindly contact Annie Forster by email only. Only successful applicants will be contacted.

We look forward to hearing from you.