



each life matters

Copywriting and Proofreading Officer (60%) Switzerland

Role & Responsibilities

The Copywriting and Proofreading Officer will develop Medair's presence in German-speaking Switzerland in order to increase brand awareness and quality engagement with our audiences.

Project Overview

Medair Global Support Office (GSO) provides operational guidance for country programmes, along with both technical and compassionate support for our relief workers. Within our GSO and affiliate offices, we are also responsible for promoting the work of Medair to the world, to raise and manage the funds needed to run our life-saving and sustaining programmes and to recruit international and GSO staff.

The Engagement team focuses on raising awareness of Medair's work and the humanitarian needs of the people we serve through digital platforms, media, advertisement and events. With the aim to increase the levels of awareness and engagement of people who hear about Medair, providing dynamic and accessible platforms on-line and off-line for them to show their interest and to develop their connection with us.

The Copywriting and Proofreading Officer will write, edit and proofread content in German to ensure high-quality and accuracy in order to engage our audiences in the Swiss German (CH-DE) market.

Workplace & Conditions

Global Support Office (GSO) position based in Zurich, Switzerland.

- **Swiss or eligible EU citizens, or those with a valid work permit for Switzerland, can apply.**

Starting Date / Initial Contract Details

October 2022. Part-time 60%, open-ended contract.

Key Activity Areas

Copywriting

Write content directly in German such as:

- Donor focused communication specific to CH-DE
- National page of the Medair News (magazine)
- Special emailing
- Ad-hoc content for advertisement, fundraising activities, campaign, events

Proofreading/Editing

Ensure error-free, consistent, accurate wording, as well as audience customised written style in all German communications by proofreading and editing translated documents. In particular:

- Fund appeals
- Medair News (magazine and e-newsletter)
- Annual report
- Website & digital content (such as e-news, e-appeals, social media posts)
- Advertising copies
- Off-line Marketing material
- Project proposals/reports
- Marketing and communication material
- Letters
- Provide final version of documents and meet deadlines
- Develop and keep Glossary and guidelines up to date



Team Life

- Reflect the values of Medair with team members, local staff, beneficiaries, and external contacts.
- Work and pray together in our Christian faith-based team settings and to contribute to the wellbeing of the team as an active member.

This job description covers the main tasks that are anticipated. Other tasks may be assigned as necessary.

Qualifications

- Educated to degree level or equivalent in German language, Journalism, Communications or related field.
- Excellent written and spoken German.
- Good written English knowledge.
- Good understanding of Swiss German language and culture.
- Good French working knowledge desirable.

Experience / Competencies

- Experience in communication, copywriting, or all aspects of communication work.
- Proven ability to deliver qualitative content.
- Minimum of 2 years of working experience.
- Advanced user of MS Office. Trello desirable.
- Excellent written and oral communication skills.
- Sense for inspiring and clear communication. Storytelling.
- Understanding of current trends and swiss German culture
- Understanding of International and humanitarian context desirable.
- Ability to work autonomously. Organised.
- Flexibility to meet short deadlines.
- Ability to work well under pressure.
- Details oriented, accuracy and precision.
- Result oriented.
- Collaborative team player.
- Positive attitude.

Before you apply

Please ensure you are fully aware of the:

- a) Medair organisational [values](#).
- b) Medair is committed to safeguarding the protection of beneficiaries, volunteers, staff and partners, and particularly children. Therefore, we do not employ staff whose background we understand to be unsuitable for working with children. Medair staff are required to give the utmost respect to, and comply with, [Medair's accountability policies and best practices](#).
- c) Medair Relief & Recovery Orientation Course ([ROC](#)) (which forms part of the recruitment selection process for field positions).

Application Process

To apply, go to this vacancy on our [Medair page](#).

Please do not make multiple applications. We will not review email applications. Only English-language applications / CVs will be reviewed.