

**FIXED-TERM, PART-TIME JOB VACANCY  
ASSOCIATE**

**Development and Outreach Department**

**Zurich Office (Remote Initially)**

**Application Deadline: 16 May 2021**

**H U M A N  
R I G H T S  
W A T C H**

**HRW.org**

The Development and Outreach Department of Human Rights Watch (“HRW”) is seeking highly-qualified candidates for the position of Associate in the Zurich office to provide administrative assistance to the Zurich Team. The Zurich Team serves as an important base for HRW’s development, fundraising, and outreach activities in the German-speaking part of Switzerland. This position is a four months fixed-term, part-time position at 24 hours per week (60% schedule) for parental leave coverage with an anticipated start in August 2021 and end in December 2021. The position requires availability to work occasional night events. The Associate is based in Zurich and reports to the Zurich Development and Outreach Senior Officer.

Due to COVID-19 many of our global offices remained closed or at a limited capacity; we will decide to open (or close) offices based on our internal standards and local requirements. The Associate will continue to have the flexibility to work largely remotely for the foreseeable future. We recognize that this moment, during the pandemic, is a uniquely difficult time for most people, particularly those with caregiving responsibilities, and we aim to be as flexible and supportive as possible in both the recruitment for and onboarding of this position.

**Responsibilities:**

1. Assist in the preparation and follow-up of major organizational fundraising, cultivation, and outreach events, including, but not limited to, the Zurich Annual Benefit Dinner, public lectures, film screenings, and private events;
2. Provide administrative support including scheduling, preparing for and taking minutes at meetings, responding to inquiries, recording and processing divisional finances, and making travel arrangements;
3. Organize logistical aspects of events by maintaining key spreadsheets, documenting gifts received, preparing solicitation and acknowledgement materials, organizing and shipping event materials, collating follow-up fundraising reports, etc.;
4. Maintain the Salesforce database by updating and processing donor and financial information and overseeing data entry for special events and cultivation initiatives;
5. Support the daily activities for HRW’s Zurich Committee, donors, and prospects including conducting research on individual and foundation prospects using various online tools to prepare donor solicitation strategies, maintaining extensive files, contact lists and databases, scheduling and preparing briefs and materials for meetings, and drafting donor communications;
6. Coordinate the development of content for mailings, printed materials, and presentations;

7. Perform other responsibilities as may be required.

**Qualifications:**

**Education:** A bachelor's degree in human rights, international relations, social science, or a related field is preferred. An apprenticeship in a relevant field (e.g. a commercial apprenticeship) and two year of post-apprenticeship professional experience would also be acceptable.

**Experience:** A minimum of one year of relevant work experience is required.

**Related Skills and Knowledge:**

1. Prior office/administration experience and strong organizational skills are required.
2. Excellent oral and written communication skills in German and English are required.
3. Strong interpersonal skills and the ability to communicate with a wide variety of audiences, including donors, are required.
4. Ability to work well under pressure while juggling multiple tasks simultaneously are required.
5. Self-motivation and the ability to take initiative, prioritize with minimal supervision, and work independently as well as function as a member of a team are required.
6. Strong analytical skills and the natural curiosity and creativity needed to conduct online research are required.
7. Ability to make sound decisions consistent with functions is required.
8. Proficiency in computer programs including MS Office applications is required; experience with Salesforce or other donor databases is highly desirable.
9. Experience with event planning, community engagement, and/or philanthropy is preferred.
10. Strong interest in human rights is desirable.

**Duration:** Fixed-term employment for a four-months period with the possibility of extension or continuation on a reduced schedule.

**Other:** Applicants for this position must possess valid Swiss work authorization.

**Salary and Benefits:** HRW seeks exceptional applicants and offers comprehensive compensation and benefits.

**How to Apply:** Please apply immediately or by 16 May 2021 by visiting our online job portal at [careers.hrw.org](https://careers.hrw.org). No calls or email inquiries, please. Only complete applications will be reviewed and only shortlisted candidates will be contacted.

If you are experiencing technical difficulties with your application submission, please email [recruitment@hrw.org](mailto:recruitment@hrw.org). Due to the large response, application submissions via email will not be accepted and inquiries regarding the status of applications will go unanswered.

**Human Rights Watch is strong because it is diverse.** We actively seek a diverse applicant pool and encourage candidates of all backgrounds to apply. Human Rights Watch does not discriminate on the basis of disability, age, gender identity and expression, national origin, race and ethnicity, religious beliefs, sexual orientation, or criminal record. We welcome all kinds of diversity. Our employees include people who are parents and nonparents, the self-taught and university educated, and from a wide span of socio-economic backgrounds and perspectives on the world. Human Rights Watch is an equal opportunity employer.

*Human Rights Watch is an international human rights monitoring and advocacy organization known for its in-depth investigations, its incisive and timely reporting, its innovative and high-profile advocacy campaigns, and its success in changing the human rights-related policies and practices of influential governments and international institutions.*