

**PART-TIME JOB VACANCY (70%)
ASSOCIATE**

**Development and Outreach Department
Zurich Office**

Application Deadline: 13 March 2026

HRW.org

The Development and Outreach Department of Human Rights Watch (HRW) is seeking candidates for the position of Associate in the Zurich office to provide administrative assistance to the Zurich team. The Zurich office serves as an important base for HRW's development, fundraising, and outreach activities in the German-speaking part of Switzerland.

This is a part-time position, that requires availability to work occasional nights and weekend events.

The successful candidate must be based within commuting distance of the Zurich office and will be expected to work from the office at least 2-3 days per week. The associate will report to the Director of Development and Outreach based in Zurich.

Responsibilities:

1. Assist in the preparation and follow-up of major organizational fundraising, cultivation, and outreach events, including, but not limited to, the Zurich 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 and updating spreadsheets and data base records, 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 support 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 printed materials and presentations; and coordinate the development and logistics for mailings; and
7. Perform other responsibilities as may be required.

Qualifications:

Education: A bachelor's degree, or equivalent experience, is required. An apprenticeship in a relevant field (e.g. a commercial apprenticeship) and two (2) years of post-apprenticeship professional experience would also be acceptable.

Experience: A minimum of one (1) year of work experience in a similar job 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 English and German is 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.

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

Salary and Benefits: HRW seeks exceptional applicants and offers comprehensive compensation and employer-paid benefits. The gross annualized salary range for this position is CHF 70,000-73,000.

How to Apply: Please apply immediately or by 13 March 2026 by visiting our online job portal at careers.hrw.org and attaching a letter of interest and resume/CV. Applications will be reviewed on a rolling basis. 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, or if you require disability-related accommodations during the application process, please email 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.