



Digital Communication Manager (60 – 80%)

You love to communicate on different channels. Social media is your second home. You are talented to turn complicated texts into easy messages. With advocacy you are eager to have an impact. You are motivated to be part of an international non-profit organisation. If you can answer all these statements with a yes, you might be our colleague soon. For our team in Zurich-Seefeld, we are looking for a young, motivated **Digital Communications Manager (60 – 80%)** – start preferably at the beginning of September 2022.

This job will give you a perfect opportunity to gain first professional experience in the interesting and diverse work of an internationally active grant-making foundation.

Responsibilities

- Managing our Youtube, LinkedIn, Twitter and Instagram accounts and our homepage
- Enhancing the quality of our digital publications, tools and presentations
- Coordinating video productions and a digital platform
- Assisting in writing, editing and designing our newsletter and other texts
- Supporting our partner organisations in digital communication
- Complementing our office manager in different daily activities
- Assisting the CEO in some project management tasks

Qualification

- Qualification of a Master Digital Communication Management
- Languages: German and English (native or proficient), French is a plus
- Knowledge of and high interest in social media
- Great writing and communication skills
- Strong computer skills (Excel, PowerPoint, Photoshop etc.)
- Ability to work in a team but also independently
- Flexibility and openness with regards to tasks given
- Sociability and reliability

What we offer

- Working experience in an international, value based non-profit organisation with a regional office in South Africa
- Flexible working times including home office
- Opportunity to work independently on several tasks
- Interesting variety of tasks
- A small diverse team with an office close to Zurich Stadelhofen Train Station
- Fair wages and good social benefits

Convinced? Please send your application (motivation letter, CV) electronically to foundation@rogerfederer.com by **May 30, 2022**. If you have further questions, contact us by email or on +41 78 888 60 85.

About the Roger Federer Foundation

The Roger Federer Foundation conducts national early educational programmes in the region of southern Africa and Switzerland. The activities are implemented by local non-governmental organisations in close collaboration with the local communities. The Foundation has a coordinating and operational role, in particular when it comes to communications, advocacy and digital tools such as the Early Learning Kiosk. More information on www.rogerfedererfoundation.org