

MEDAIR



Comms, Marketing
Media & Fundraising

each life matters

Editing & Press Officer (50-60%) Switzerland

Role & Responsibilities

Develop Medair's presence in the German-speaking Switzerland by building brand awareness and increasing visibility in collaboration with the Swiss German Office team.

Project Overview

Ensure appropriate, inspiring and qualitative wording in all our German communication by proofreading and editing content. Increase Medair's visibility in German-speaking Switzerland using mainstream and alternative medias.

Workplace & Conditions

Medair Zurich office, Switzerland.

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

Starting Date / Initial Contract Details

January 2021. 50-60%, open-ended contract.

Key Activity Areas

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.
 - Project proposals/reports.
 - Marketing and communication material.
 - Letters.
- Provide final version of documents and meet deadlines.

Media

- Build and maintain excellent relationships with relevant journalists.
- Pitch stories, subjects and interviews to journalists.
- First point of contact for all media enquiries (spoke person) for the German-speaking part of Switzerland.
- Support with creation of press releases, press kits and subject specific content when required.
- Explore further opportunities to engage with medias and increase coverage.
- Organise the yearly media roundtable.
- Monitor media coverage when possible

Copy Writing

- Write some special requested content directly in German such as:
 - National page of the Medair News (magazine).
 - Media pitches.
 - Special content for activities, campaign or events in the German-speaking part.

Team Spiritual Life

- Reflect the values of Medair with staff, beneficiaries, and external contacts.
- Work and pray together in our Christian faith-based team settings. Fully contribute to the rich spiritual life of your team, including team devotions, prayers, and words of encouragement.
- Encouraged to join and contribute to Medair's international prayer network.



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

Qualifications

- Bachelor's degree in German language, journalism, communications or related field.
- Strong working knowledge of German and English (spoken and written). Good working knowledge of French and good understanding of Swiss German.

Experience / Competencies

- Two year's minimum experience working in copywriting, public relations, journalism or any aspects of communication work. Proven ability to deliver good content.
- Advanced user of MS Office.
- Excellent written communication skills. Sense for inspiring communication and current trends.
- Networking skills.
- Ability to work autonomously.
- High flexibility to meet short deadlines. Ability to work well under pressure.
- Details oriented, accuracy and precision. Goal and performance 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) [Profiles sought and Benefits Package](#) for Global Support Office Staff.

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.*