

We Are Hiring

About us. The [Food Packaging Forum](#) (FPF) is a charitable (non-profit) organization based in Zurich, Switzerland. Our work enables global stakeholders to make better decisions by applying the latest science on hazardous chemicals in food contact materials and on the environmental impacts of food packaging. Through our independent, balanced, and science-based publications and tools, we contribute to protecting human and environmental health. We communicate the interdisciplinary science, transdisciplinary information, and the knowledge context to make it actionable for professional stakeholders.

About the role. We are currently looking for a

COMMUNICATIONS OFFICER (80-100%)

to work as part of our small intercultural and interdisciplinary team in Zurich and manage the development of engaging and impactful public facing communications across multiple projects.

As a member of the FPF office team, you will contribute to FPF's success through performing the following tasks:

- Development and daily management of FPF's digital communications across multiple international science-policy projects including:
 - Press releases announcing new scientific research project results and developed resources
 - Social media posts and scheduled outreach efforts
 - Video content including recording and editing interviews and blog episodes
 - Regular newsletters
 - Engaging and clear graphics to accompany web content
 - Maintenance and further development of project websites including content updating and events calendars
 - Fielding incoming external requests for expert interviews and information
- Support the planning of webinars, trainings, and in person events including FPF's annual workshop and consortium meetings for partner projects
- Assist with regular searches for stakeholder updates and the drafting of summary news articles
- Contributing to other ongoing FPF activities and scientific/outreach projects as needed

As we are a multifaceted organization, additional tasks can be agreed upon, depending on the candidate's skills and further interest to engage. We are offering a purpose-driven position in a dynamic and interdisciplinary team that allows for a high level of organizational flexibility.

About you. We are looking for a creative, digitally savvy, dynamic, and science-minded team player with a strong service mentality and an affinity for critical thinking. Proactive, independent task management is a must and comes naturally to you. An interest in science, chemical exposures, environmental protection, human health, and prevention of chronic diseases is essential. A keen motivation to lean in and contribute to the common good of society as well as to the conservation of planetary health, are prerequisites. The ability to communicate clearly and effectively with cross-

functional colleagues within and outside of FPF is necessary. You have a post-graduate degree in a field of science, journalism, or communications with proven project experience developing digital communications. Permission to work in Switzerland (e.g. current Swiss work permit (Permit B/C/Ci/G) or have EU, UK, or Swiss citizenship) is a must.

Our ideal candidate:

- Has previous experience working in communications and/or science journalism
- Is a native English speaker or has excellent command of the English language (both written and spoken; additional languages (German, French, Italian, Spanish or others) are a plus)
- Possesses excellent verbal and written communication skills – clear and target-group oriented
- Has a high energy level, is adaptable, and able to prioritize and manage time under pressure
- Is a strong team player—helps others out when needed and accepts getting help
- Likes developing ways to better communicate complex information to diverse audiences
- Is very comfortable using (and/or quickly learning how to use) a wide range of modern web, graphics, and video editing tools including WordPress, Elementor, MailerLite, Canva, Fanpage Karma, LinkedIn/Twitter/Facebook, Office 365 applications, Google Suite
- Enjoys reading, writing, and speaking about scientific topics – even within new fields not familiar to them
- Has personal values that agree with FPF’s mission to protect public health and work for the benefit of society at large
- Has excellent inter-personal and cross-cultural skills

What we offer.

- A modern office space with outdoor terraces well connected to public transport in Zurich
- 5 weeks paid vacation per year plus public holidays
- A competitive salary
- Retirement contributions and social insurance in line with Swiss law
- Being a part of a supportive and actively engaged team
- A job with purpose: Our work has a global impact and contributes to protecting public health while working with highly respected, multi-stakeholder expert project partners from around the world.

Interested?

Please note that that position requires regular presence in the Zurich office.

To apply, please email your CV and letter of motivation to Dr. Jane Muncke, Managing Director, using the address careers@fp-forum.org by February 5, 2023.