

## **Job Posting – Communications Manager (60%)**

**Starting Date:** May 1<sup>st</sup>, 2017  
**Organization:** Right To Play Switzerland  
**Work Location:** Zurich, Switzerland

### **About Right To Play**

Right To Play is a global organization that uses a unique play-based approach to learning contributing to improved education, health, peace, child protection, gender equality, inclusion and development outcomes for children and youth. Through programming in around 20 countries across Africa, Asia, the Middle East and North America, more than one million children participate each week in play and sport activities. Right To Play International was founded in 2000. Our Headquarters are in Toronto, Canada. Right To Play Switzerland was established in 2003 and is responsible for raising funds, building partnerships, advocacy/public awareness on play and sport as a powerful tool in development and humanitarian settings, as well as grant management and project monitoring.

### **Job Summary**

Reporting to the Senior Program Funding Manager, the Communications Manager is responsible for developing, executing and monitoring all aspects of the communication strategy of Right To Play Switzerland. The role is responsible for raising awareness for Right To Play through digital and traditional media, as well as developing communication materials, contributing to fundraising efforts. This position will be part of a small team in Switzerland, but will also be working closely with communications colleagues from other Right To Play offices worldwide.

### **Position responsibilities**

- Develop, execute and monitor a communication strategy to increase the visibility of Right To Play across key stakeholder audiences, aligned with the strategy of Right To Play globally and in Switzerland
- Cultivate media relationships that benefit the Right To Play brand on a national level
- Develop communication materials to be used as marketing, fundraising or awareness tools (e.g. annual report, brochures)
- Public relations around events
- Manage online presence of Right To Play Switzerland
- Raise awareness for Right To Play in Switzerland through engaging existing networks, such as Right To Play's athlete ambassadors
- Work in close collaboration with the other team members, supporting fundraising efforts

**Your Profile:**

- You have experience in corporate or non-profit communications, with at least 4 years of work experience.
- You have a good knowledge of the media landscape in Switzerland.
- You have experience working with design programs, web content management systems and video editing tools.
- You have strong analytical skills, with the ability to develop compelling stories and content.
- You have creative ideas for impactful communications.
- You feel comfortable in a small and dynamic team, are motivated by new challenges, have a flexible mind-set, a can-do attitude and like thinking creatively.
- You are an excellent team player, enjoy working with people from different departments, and are also willing and able to work autonomously and proactively.
- You can identify with Right To Play and have an interest in international development and related areas.
- You have a proven ability to set priorities when faced with multiple, at times conflicting tasks.
- You have a first language level in German and are comfortable speaking and writing in English. French is an asset.

**What we offer:**

- We are a young and dynamic organisation with ambitious goals and a playful spirit.
- You will be supported by a motivated and encouraging team in Switzerland and globally.
- Contract duration: indefinite term.

**Does this position resonate with what you are eager to engage in?**

If so, please send your full application, including your resume and a cover letter (in German), indicating your salary expectation and as of when you would be available.

Please send your application to Bernadette Werder, [bwerder@righttoplay.com](mailto:bwerder@righttoplay.com).

Closing Date: March 5, 2017.

While we thank all applicants for their interest, only those selected for interviews will be contacted. Thank you very much for your understanding.

To learn more about Right To Play, please visit our website: [www.righttoplay.ch](http://www.righttoplay.ch) / [www.righttoplay.com](http://www.righttoplay.com)