

The UN Global Compact Network Switzerland & Liechtenstein is the official platform for the New York based United Nations Global Compact Initiative in Switzerland and Liechtenstein.

We promote responsible business practices and sustainability by providing knowledge, tools and trainings to businesses in Switzerland and Liechtenstein and support them in the implementation of the Agenda 2030 to achieve the 17 Sustainable Development Goals (SDGs).

To support our Secretariat in Zurich, we are looking for an enthusiastic and creative:

Marketing & Communications Trainee (50%)

Fixed-term position | 12 months | starting 1st of June 2023

Responsibilities

- Manage our different communications channels (website, social media, newsletter, etc.)
- Create engaging written and visual content that inspires audiences to interact with the brand
- Assist in the management of the website
- Help plan, execute and monitor marketing campaigns
- Support the Marketing & Communications Manager with marketing activities and initiatives
- Take the lead in smaller projects

Your profile

- You are currently studying marketing or communications in Switzerland (Bachelor / Master) or have other relevant training in the marketing field
- You are a native German or French speaker and have strong written and verbal English skills
- You have experience with multimedia tools like Canva, MailChimp, Hootsuite, Google Analytics, etc.
- You have good communications and MS Office skills
- You are strongly interested in corporate responsibility and sustainability
- You have excellent time management skills, demonstrate attention to detail and work efficiently
- You like taking on responsibility, are proactive and an organized team player with a positive attitude
- You are open-minded and eager to learn new things to further develop your skillset
- Previous work experience in marketing or communications is a strong plus

Our offer

Be part of a small and dynamic team of very dedicated people, where you will have room for personal development and self-initiative. Benefit from good working conditions, working from home options and a pleasant office in Zurich. The gross monthly salary for this 50% position is CHF 1650.

If you are looking for a traineeship where you will be involved in a wide range of marketing projects and activities with global impact, send your complete application (CV, cover letter, diplomas, etc.) to jobs@globalcompact.ch. Application deadline: April 14th, 2023.

We look forward to hearing from you!

For additional information, kindly contact:

Melanie Ferreira | Marketing & Communications Manager | +41 44 421 3548

