



National Communications Manager - Temporary (40%)

Temporary job from mid July - November 2022

SINGA connects people with and without migrant backgrounds to collaborate in entrepreneurial projects. Our vision is an inclusive society, where everyone has access to the same opportunities to fulfil their potential. Therefore, we provide people with refugee and migrant backgrounds tools to obtain entrepreneurial competences and a local network to have better access to the Swiss labour market.

SINGA Switzerland was founded in 2016 in Zurich and expanded to Geneva in 2018, and it is part of the international [SINGA Global](#) network. We run several complementary programs designed for people from refugee and migrant backgrounds who wish to set up a business in Switzerland.

As Communications Manager, you will take on a versatile and varied role. Within your day-to-day responsibilities you contribute in defining and implementing overall communication strategy and plan for SINGA and its supported businesses in the business incubators. You will make decisions about relevant projects in coordination with the Director and with the Head of Office in Geneva, and you will work closely with SINGA team members in both places (Geneva and Zurich). You will also occasionally exchange with the international SINGA network. You will support SINGA in sharing its stories and impact.

You bring the following professional experience, skills and attributes:

- Strong writing skills in English (mind. C1-level) and German (min. B2-level) is a must
- Background or experience (2- 3 years) in communications, journalism, or a related field
- Experience on a daily basis in planning and implementing communications campaigns (editorial calendar/planner) and managing social media and tools (Facebook Business Suite, Instagram, LinkedIn, Mailchimp)
- Values in line with those of [SINGA](#) and commitment to its mission
- Able to work in an agile environment within a small team (3 in Zurich and 3 in Geneva)
- Flexible team player with the ability to work independently
- Excellent organizational skills, strategic thinking, and time management

We encourage you to apply even if you do not meet all of these criteria.

Your responsibilities:

- Write communications materials (social media posts, newsletters and web page, etc.) in line with the comm identity of SINGA and in coordination with the branding expert
- Realize (online and offline) campaigns to promote SINGA's activities and impact (e.g. SINGA Awards in Geneva and Zurich)
- Support participants in the SINGA Incubator in the development of the communications strategies for their business projects

We offer:

- Challenging, exciting, and impactful job with a lot of creative freedom in a young, dynamic team
- The opportunity to contribute to the inclusion of people with refugee and migrant backgrounds and support a change towards a more inclusive society and innovative economy in Switzerland
- The chance to develop a broad professional network
- Flexible working hours
- Central workplace in Zurich, partial remote work possible
- Fun :)

Application dossier

Please include the following documents in your application dossier:

- CV (English)
- Motivation letter (English)
- Writing samples (any communications materials you have written)

If you are enthusiastic about the activities of SINGA and you would like to join our team, we look forward to receiving your application. Please send your complete dossier to Tina Erb (tina@singaswitzerland.ch) **by Friday, June 24th**. Information about SINGA can be found on our [website](#). If you have any questions, please feel free to contact Tina Erb at +41 (0)76 571 93 09.