



People of Action

Rotary is a global network of 1.2 million neighbors, friends, leaders, and problem-solvers who see a world where people unite and take action to create lasting change – across the globe, in our communities, and in ourselves. Rotary's members hail from more than 200 countries and geographical areas. For more than 110 years, Rotary's people of action have used their passion, energy, and intelligence to take action on sustainable projects. From literacy and peace to water and health, we are always working to better our world, and we stay committed to the end.

The Europe/Africa Office, situated in Zurich, is part of the Rotary International Secretariat with its headquarters in Evanston, Illinois/USA. Our mission is to provide efficient and high quality service to Rotarians in Europe and Africa and support them in attaining the objectives of Rotary.

As per 1 July 2019 our Club & District Support Department in Zurich has an opening for a

Regional Advisor (100%)

Sweden, Denmark, Norway, Finland, Iceland, Latvia and Estonia

Your Duties

As a Regional Advisor you will be member of a team and act as a contact person for Rotarians from your assigned regions (Sweden, Denmark, Norway, Finland, Iceland, Latvia and Estonia). You will provide information and guidance to clubs and districts on various issues, e.g. programmes and activities, required procedures and interpretation of policy. In addition, you will deal with tasks pertaining to the organisation of new clubs and the budgeting process, and participate in workgroups aimed at maximizing our effectiveness. You will become a knowledge resource on Rotary in your assigned regions, with the ability to develop a supporting strategy. You will also develop material for different training events, and make presentations to Rotary Leaders. Travel to the assigned regions can be expected at least twice per year.

Requirements

- Bachelor's degree or equivalent work experience
- At least 3-5 years in a customer service role
- Proficiency in Swedish and excellent English skills are essential; good knowledge of another Nordic language is an asset
- Highly structured and well-organized person who knows how to set priorities with a firm commitment to providing outstanding customer service
- High team-spirit with the appreciation of working independently
- Superior conceptual and organizational ability
- Ability to establish cordial working relationships with Rotary leaders and colleagues
- Excellent communication skills (written and oral), including public speaking
- Excellent MS Office skills
- Keen interest in, and familiarity with the culture of the assigned regions

What we offer

Passion and engagement abound at Rotary International. In exchange for hard work and dedication, our employees are rewarded with flexible schedules, comprehensive benefits and an interesting job opportunity in an inspiring international environment within one of the world's principal service organizations.

International Team



Partially funded health care



40 Hour Week



5 Weeks of Holidays



Come and join us – submit your application in English [online](#) and include a motivation letter, your curriculum vitae and at least three reference letters.

Contact

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Visit www.rotary.org to learn more.

