



National Communications Manager (50%)

Ideal starting date: 1st of January 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 incubator programs. 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 as well as building up a valuable Public Relations (PR) with the Swiss media scene.

You bring the following professional experience, skills and attributes:

- Strong writing skills in English (mind. C1-level), French and German (min. B2-level) is a must
- Background or experience (mind. 3 years) in communications, journalism, or a related field
- Strong in strategy development, but also in its operational implementation
- Experience on a daily basis in planning communications campaigns (editorial calendar/planner) and managing social media and tools (Facebook Business Suite, Instagram, LinkedIn, Twitter, Mailchimp)
- Values in line with those of [SINGA](#) and commitment to its mission
- Committed, entrepreneurial, and versatile personality with a passion for taking initiative and thinking outside the box
- 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, texts for grant applications and web page, annual report, etc.) in line with the comm identity of SINGA and in coordination with the branding expert
- Define SINGA's yearly communications strategy and realize (online and offline) campaigns to promote SINGA's activities and impact
- Develop new communication ideas, processes, and strategies
- Support participants in the SINGA Programs in the development of the communications strategies for their business projects
- Manage relationships with local media and occasionally represent SINGA in public or at events

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 from refugee and migrant backgrounds and support a change towards a more inclusive economic system
- The chance to develop a broad professional network
- Flexible working hours
- Central workplace in Geneva or Zurich, partial remote work possible
- Regular trips to work with the SINGA team in Zurich respectively in Geneva (depending on where you live)
- Permanent employment (50%) as of January 1st 2022 or as per agreement
- 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)
- Complete the following task:

Visit our [website](#) and social media channels ([LinkedIn](#), [Instagram](#), [Facebook](#)) and create 3 posts for all three different platforms to recruit participants from refugee and migrant backgrounds for the next cycle of the incubators. Additionally, write a text (of max. 300 words) for the annual report to showcase the results of the last incubator programs in ZH and GVA. Try to think out of the box!

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, the 3rd of December**. 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.