



RIGHT TO PLAY

PROTECT. EDUCATE. EMPOWER.

Right To Play is a global organization that protects, educates and empowers children to rise above adversity through the power of play. We mainly target children and youth living in development and humanitarian contexts. Our Zürich based office is responsible for building partnerships and raising funds to make our work possible, as well as managing grants supporting projects in Right To Play countries.

Right To Play Switzerland is currently seeking a **maternity leave replacement for a period of 8 months** starting September/October 2021 until June/July 2022 for the position of a

Communications Specialist (60-80%)

Responsibilities:

- Implement and monitor Right To Play Switzerland communications strategy
- Partially develop, execute and monitor the annual communications plan 2022
- Project lead for the Annual Report 2021 (Content creation & coordination with Right To Play globally, third parties, e.g. graphic designer, translators)
- Plan & manage communication measures to support fundraising activities (own and third party events, corporate partnerships, etc.)
- Manage and monitor Right To Play Switzerland's digital presence (website, quarterly newsletters in German and English, and social media channels) and track with Google Analytics
- Keep the overview of and adapt global communications content (e.g. news articles, stories, campaigns, videos, photos)
- Ensuring quality standard of all communication assets created by the Swiss office to secure consistent messaging and to strengthen our brand
- Proactively feed into Right To Play globally by attending the weekly global communication call meetings and coordinating with other National Offices

Who are you?

- You have at least 4 years of work experience in communications (experience in NGO sector or similar highly desired, to support fundraising)
- You identify with Right To Play's mission and have an interest in international development and related areas
- You are a native German speaker with excellent oral and written standards, you are fluent in English -oral and written (required), French knowledge - oral and written (desired)
- You have excellent organizational skills and the ability to manage projects under a tight schedule and budget

- You have experience and empathy with the needs and requirements of communication for a variety of target groups
- You feel comfortable in a small team, are motivated by new challenges, have a flexible mind-set and a can-do attitude
- You have strong story-telling skills and creative ideas, with the ability to develop compelling content
- You have basic knowledge of Adobe products (Illustrator, InDesign, and Photoshop) and are able to work on small projects independently
- You are a positive and stimulating team player, while you at the same time demonstrate autonomy and proactivity

What do we offer?

- You will be an active part in our effort to protect, educate and empower children worldwide
- 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
- Salary competitive with NGO standards

Are you interested? If this role sounds exciting to you, send your CV (in English) and a short motivation letter (in German) to Bernadette Werder, bwerder@righttoplay.com, stating "Communications Specialist" until **June 4th, 2021**.

Right To Play is a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs.

We are looking forward to hearing from you!