

## COMMUNICATIONS ASSISTANT

(50%) Based in Geneva, Switzerland

Initiatives of Change Switzerland is an independent officially recognized Swiss foundation, based in three locations in Switzerland: Caux, Geneva and Kriens. It organizes year-round programs and events across Switzerland, specifically in the areas of peacebuilding, reconciliation and ethical leadership through trust building and dialogue facilitation. The Foundation owns a historic landmark in Caux (Caux Palace) where every summer it organizes its flagship event, the Caux Forum, in collaboration with the global initiatives of Change network and its partners.

As a support to the Communications Department, IofC Switzerland is looking for a **Communications Assistant (50%)**, based in Geneva and Caux during the Caux Forum.

If you are **passionate** about **multimedia production**, **enjoy social media** and are **ready to work in a dynamic team**, we want to hear from you!

### Main responsibilities:

- Support the implementation of the communications strategy
- Execute the social media strategy of the Foundation across the different channels and accounts: produce content and manage community engagement
- Assist in the production of audio-visual content for the Foundation's communications channels (Videos, photos, basic graphic design)
- Run an inventory and easily accessible archive of photography and video content
- Assist with the production of communications deliverables (flyers, event marketing tools, etc.)
- During the Caux Forum assist the Communications team, in particular with Livestreaming
- Assist with the production of newsletters and different send outs
- Attend Foundation's events and ensure their social media coverage

### Profile:

- French or English mother tongue, excellent command of the other language.
- BA/BSc or equivalent in Multimedia Production, Communications, Marketing or a related field
- Currently enrolled or recent graduate with some (1 or 2) year-experience in Communications/Audio visual production
- Strong command of Adobe Creative Suite (Indesign, Photoshop, Premiere, Lightroom)
- Photo/video production skills
- Knowledge of and interest in International Affairs/Relations
- Swiss or valid working permit in Switzerland

**Building trust across  
the world's divide**

IofC Switzerland is registered as the CAUX-Initiatives of Change Foundation

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**Soft Skills:**

- Strong organizational skills
- Flexible
- Creative
- Attentive to detail
- Very good communication and interpersonal skills
- Values-driven

**Would be an asset:**

- Knowledge of German
- Prior lofC experience

**We offer:**

- A great opportunity to learn in an inspiring international environment
- A highly motivated and supportive team
- Flexible working time
- Based in Geneva and in Caux during the Caux Forum

**Starting date:**

Mid-September 2019- depending on availability.

Send your application to [hr@caux.ch](mailto:hr@caux.ch) with “Communications Assistant” in the subject line **by 23 June 2019** with your resume, a cover letter, your certificates and diplomas and a link to your portfolio if relevant.

Please note that only selected applicants will be contacted. Should you not receive an answer within a month of the application deadline, your application was not successful. Thank you for your understanding and for your interest in working with lofC!