

HELVETAS Swiss Intercooperation is a development organisation anchored in Switzerland. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

For our Marketing & Communications department in Zurich we are looking for an experienced and innovative

## COMMUNICATION MANAGER F/M (80%)

as per July 2018 or upon agreement.

HELVETAS Swiss Intercooperation wants to strengthen the capacity of the communications team with a Communications Manager to create, implement and oversee international communications programs. The goal is to provide leadership on the Helvetas website, generate and manage digital communications and expand the organization's reach within the professional development community by collaborating with stakeholders, including international development organisations, development experts and practitioners, donors and academics.

### MAIN TASKS

- Cooperate closely with our program leaders and development experts to plan strategic communication campaigns and maintain a dynamic English-language website which represents and leverages Helvetas' global work
- Write, commission and edit website content and print, online and multimedia editorial products around news events, topics related to Helvetas' mission and the organization's ongoing international programs and activities, including texts prepared by our in-house experts
- Develop and implement short and long-term plans for leveraging Helvetas' work and engaging its audience via the organization's website and social media platforms, including Twitter and LinkedIn
- Initiate, edit and coordinate the release of electronic communications, including regular e-newsletters and program announcements
- Provide strategic advice and capacity building, offer conceptual support and promote exchange with colleagues from all over the world, specifically with the ones based in Eastern Europe and including regular country visits.

### YOUR QUALIFICATIONS

- Master's degree in social science or related subject
- Further education or pertinent professional experience in communications
- At least five years of working experience in corporate communications or journalism, partly as online editor or social media manager
- Excellent written, verbal, organizational, analytical and interpersonal skills
- Excellent spoken and written English, fluent in German, language skills in French or Spanish is an additional plus
- Strong interest in working at the interface of communication and development cooperation, ideally having some working experience in the development sector already
- Excellent listening and communication skills with sensitivity to cultural communication differences, experience working in an international context is a plus
- High level of self-motivation and ease working independently, as necessary

- Stress resistant and works well under pressure with attention to detail
- Able to work simultaneously on a wide range of tasks and projects with an ability to prioritize duties
- Readiness to travel

## **WE OFFER YOU**

A satisfying and challenging position in a multicultural setting, attractive working conditions, flexible workplaces, located close to the main station. Helvetas is an equal opportunity and family-friendly employer.

We look forward to receiving your complete application in English including motivation letter, CV, work certificates and diplomas by February 22, 2018. Please send your electronic application to [applications@helvetas.org](mailto:applications@helvetas.org). For additional information please visit our website [www.helvetas.ch](http://www.helvetas.ch) or [www.helvetas.org](http://www.helvetas.org).