

Communication Specialist

RATE	60 – 100% TBD - 7-month fixed term contract This contract may lead to a permanent role
LOCATION	Geneva – Route de Ferney 106
Starting date:	As soon as possible, to be agreed
Reporting to:	Executive Director

The Foundation "Caux - Initiatives of Change" (also known as Initiatives of Change Switzerland) is a Swiss public utility foundation that has been working since 1946 for a just and democratic society by promoting peace and trust between people of all cultures, origins and beliefs. It has developed around a historical hotel in Caux/Montreux, the Caux Palace, which has become a unique place for meetings, conferences and trainings where individuals and organizations can reconnect with human values based on interdependence and shared responsibility.

The Foundation is part of a global network, Initiatives of Change (IofC), which operates in over 30 countries and engages in local and international projects that support reconciliation and trust-building.

The Foundation recently adopted a new 2022 - 2025 strategy that focuses on the concept of "hospitality for change". This concept includes the Foundation's creative elements based on dialogue, training and living together, as well as other services and activities that take advantage of the local fabric and the unique location of the Caux Palace.

Purpose

The purpose of this contract is to support the senior management of the Foundation in developing the communication tools for the early phase of implementation of its new strategy.

Main Tasks:

- Oversee the development and management of a new single website
- Develop the necessary social media, marketing and media tools
- Lead and motivate a 2-person communication team and cultivate an environment of client-focus and efficiency
- Develop and/or coordinate news and other content on all digital and print platforms
- Support the promotion of the Caux Forum with IofC International
- Audit the current CRM (Salesforce) tool and propose a development plan
- Undertake other tasks as delegated by senior management
- Report on activities

Required Profile:

- University degree in communication, journalism, marketing or public relations
- English mother-tongue with total command of the French language (written and spoken).
- 8-10 years of experience in communications and/or marketing

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the world's divides**



Initiatives of Change Switzerland

- Digital fluency with a solid experience leading and managing SEO/SEM, CRM database, email, social media and/or display advocacy campaigns
- Strong written/oral communications, research and proofreading skills
- Extensive experience in project management and event promotion.
- Expertise across various communication activities (media, corporate, external, internal, web, social media, direct marketing, events etc.), in web-based technologies, and with managing communication suppliers and agencies.
- Work experience in “International Geneva” is a plus
- A person who is rigorous and organized, caring and attentive.

HOW TO APPLY

Please send your CV, reference letters and letter of motivation in one PDF file to hr@caux.ch

Subject line: Communication Specialist

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

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