

Voluntary Communications Trustee

Capacity is a charity that helps refugees and migrants to make their human potential visible. We do this through programmes, workshops, mentoring, networking events and engagement with businesses and policy. You can read more about Capacity on www.capacityzurich.ch

We are looking for a communications specialist to join our association and support our small and dynamic team on a voluntary basis.

Key tasks:

- Deal with correspondence and communications on behalf of the team
- Create and manage Social Media and website content in both English and German (and eventually French), including the creation of video and press releases
- Support fundraising, sponsorship and publicity with excellent writing and design
- Take part in the Capacity team's daily activities (1 meeting per week)

Experience and qualifications:

- Fluent in German or English (oral & written) with excellent skills in the other language
- Experience in creating content for websites and social media, report-writing and creation of other materials
- Experience with advertising and publicity, sponsorship and fundraising is an advantage
- A background in migration /intercultural studies/refugee work/humanitarian work/social entrepreneurship would be an advantage
- An entrepreneurial attitude, willing to think outside the box around challenges such as funding, influence and implementation of projects would be helpful
- Good networker and communicator, confident working across languages and cultures, friendly and a good problem-solver

What do we offer you?

- A small and dynamic team of volunteers to work with
- Insights into the challenges that migrants and refugees face in Switzerland and experience in working on intercultural issues
- Networking opportunities with people from across the Zurich business community
- Reimbursement of expenses

Interested in this opportunity?

Please send an email with your CV and a short covering letter explaining why you would like to join Capacity to Emily Adams at info@capacityzurich.ch

We are looking forwards to meeting you!