Young Professionals Programme:  
Communications and Advocacy (100%)  
1 year Basel / 1 year abroad

Fondation Botnar is a Swiss philanthropic foundation working to improve the health and wellbeing of young people living in cities around the world. Advocating for the inclusion of youth voices and the equitable use of AI and digital technology, the foundation invests in and supports innovative programs and research and brings together actors from across sectors to create dialogue and partnerships.

Job Context
Talent development is a priority area for Fondation Botnar. The foundation is therefore taking the initiative to create possibilities for young professionals to develop and to pursue careers in NGOs, government, international organisations, or philanthropy. The programme aims at enabling young professionals to introduce new perspectives, innovation, and expertise to their fields of work.

The Young Professionals Programme lasts for two years with one year spent with Fondation Botnar in Basel and one year with a partner or a related organisation abroad.

Specific Responsibilities
- Supporting and contributing to the development of Fondation Botnar’s communications and advocacy strategies, together with partners, including around global convenings in 2023
- Leading internal working groups around areas of key communications and advocacy at the Foundation
- Oversee management for Fondation Botnar events online and in-person
- Support the development and implementation of cross-channel campaigns
- Collaborating with external consultants and stakeholders
- Writing of case studies and blogs
- Attending conferences and events, virtual and possibly in-person. Some international travel may be required

Qualifications and Experience
- Candidates should have a valid work permit for Switzerland or an EU passport
- Maximum 30 years old
- Minimum 1 year of relevant work experience
- Bachelor’s degree in social sciences, communications, public policy, international relations, ideally with a focus on low- and middle-income countries with an interest in gaining/deepening communications skills toward global advocacy efforts
- Experience in working with young people and/or in Low and Middle Income Countries (LMIC) is an asset
- Experience in convening roundtables / organising events with different stakeholders and/or moderation
- Experience in working with consultants (including the writing of Terms of Reference)
- Writing skills (for academic and non-academic purposes)
- Experience in working with various cultures
Personal Skills and Competencies

- Strong communication skills
- Project management, planning and organization skills
- Strategic and creative thinker with openness to new ideas
- Team player, respectful and versatile mindset
- Strong interest in continuous personal learning and development
- Familiarity with communications, social media publishing and project management tools (Talkwalker, HeyOrca, Flickr, Confluence etc) as well as MS Office tools, an asset
- Fluent in English. German, Spanish, or French are an asset
- Has the ability to speak up and ask challenging questions
- Adapts well to change

Our Offer

Fondation Botnar is working at the forefront of sustainable development and offers an environment in which political thinking, innovation, autonomy, and team spirit is highly valued.

Located in the centre of Basel, our staff has access to state-of-the-art facilities and flexible working arrangements. The position comes with a package in line with trainee programs in the non-profit sector.

How to apply and important details regarding your application:

The preselection of suitable candidates will be carried out by cinfo, a partner in the Young Professionals Program.

Make sure your profile on cinfoPoste is complete and up to date:
- Specific motivation letter in English;
- CV in English including an average % of your employments;
- Work certificates, diplomas and university credentials (as PDF) uploaded under the section 'documents'.

Application deadline: 18 April 2022
First round of interviews: 04 and 05 May 2022 in Bienne/Switzerland or online
Start date: 1 September 2022

Any questions? Contact Adrian Marti and Sandrina Simoes, cinfo’s Recruitment Specialists, recruitment@cinfo.ch.