Events & Engagement Specialist  
(temp/maternity cover) 60 – 100%

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 technologies, the foundation invests in and supports innovative programs and research and brings together actors from across sectors to create dialogue and partnerships. Founded in Basel in 2003, we continue the philanthropic work of the Botnar family.

Fondation Botnar seeks an enthusiastic professional to temporarily cover the role of Events & Engagement Specialist in our small and passionate team dedicated to improving the wellbeing of young people worldwide. Reporting to the Governance & Policy Lead, the Specialist will contribute to the implementation of Fondation Botnar’s 2024 events strategy for a period of 8 – 9 months.

Key responsibilities of the position during the temporary assignment include:

- Oversee the management of Fondation Botnar’s key events and conference participation, including leading internal working groups and supporting the development of event/session concepts and implementation, e.g. booths/visibility, speaker briefings, etc.
- Use creative and innovative approaches to deliver engaging event concepts that align with the foundation’s mission.
- Work with the Events Manager to support team and partner logistics.
- Liaise with the Communications Manager to support the development and implementation of communications campaigns and deliverables related to events, e.g. photography, videography, social media, media relations etc.
- Manage support for youth participants attending Fondation Botnar events and engagements, including briefings, travel, resources, accompaniment etc. Populate and maintain internal tracker and other project tools, including possible development.
- Support stakeholder management planning, tracking and preparation with internal tools in line with Fondation Botnar’s positioning and priorities for 2024.
- Participation in conferences and events, virtual and possibly in-person. Some international travel may be required.

We expect candidates to demonstrate expertise in the following areas:

- Excellent event/project management and budget management skills, ability to meet deadlines.
- Strong interpersonal communication skills.
- Experience in stakeholder management, preferably at a global level and in the development sector or with UN agencies, particularly working with young people, is an advantage.
- Experience in the strategic use of social media and digital communication platforms.
- Strong experience in management/coordination of external agencies, consultants and other external providers.

You should be a creative and critical thinker, used to working independently, yet committed to being part of a small, focused team with shared ideals for the organisation’s goals. Cultural sensitivity and awareness are key. You should be proactive in your approach to tasks, yet comfortable taking direction from leadership.

Candidates should have excellent English language skills, ideally more than five years’ experience in a similar position and a valid work permit for Switzerland. Experience in a developing country environment and/or in a multi-stakeholder organisation would be an added advantage, as would additional language skills (e.g. French, German, Spanish).

**Application and selection process:**

**Deadline for applications: 15 March 2024,** with interviews to take place ~25 March, with a decision on the successful candidate by early April.

**Start date:** May 2024. The position will be based in Basel, Switzerland, for 8 – 9 months (until the end of January 2025).

Interested and qualified candidates submit their application (CV and motivation letter) no later than 15 March via the “apply” link in the advertisement on cinfoPoste. If you have further questions, please contact recruitment@cinfo.ch.