

## Junior Project Manager: Communications (80 - 100%) [Fixed term, 12 months]

Fondation Botnar is a Swiss philanthropic foundation dedicated to the wellbeing of young people who increasingly live, learn, work, connect and play in urban and digital spaces around the world. By enabling the meaningful participation of young people, the foundation invests in and supports innovative work, bringing together actors from across sectors to create purposeful dialogue and partnerships.

We are recruiting for an execution-focused role that provides project coordination for digital communications — specifically the website redesign project and process — as well as tactical communications support, with the opportunity to contribute to digital content creation and community management. This is a one-year fixed-term position reporting to the Engagement and Communications Lead.

### **Job Description**

Specific responsibilities include:

- Coordinate procurement and project management for the website redesign, including discovery, planning, status tracking, and documentation.
- Organise and facilitate internal working groups, stakeholder alignment and input sessions, and progress updates.
- Coordinate and assist with the website launch process, including operational readiness, testing, content upload, and transition to maintenance.
- Contribute to internal guidance, team onboarding, and basic training for the website.
- Support monitoring, measurement, and analytics across the website and other digital channels.
- Execute digital communications activities, including content development, community management, and system and tool maintenance, as needed.
- Assist in planning and operational delivery of communications-relevant events or campaigns.

### **Qualifications & experiences**

- Bachelor's or Master's Degree in visual and/or digital communications, or demonstrated experience in the area.
- Experience in project coordination or support roles, gained through work or internships, is preferred.
- Strong organisational, coordination, and time-management skills.

- Experience using CMS platforms (e.g., WordPress, Drupal), social media tools, and analytics dashboards. Familiarity with UX/UI, SEO, and web accessibility requirements is an asset.
- Excellent writing and editing skills in English (German and/or French a plus).
- Strong attention to detail, execution, and documentation.
- Comfortable working collaboratively and engaging with external suppliers.

#### **What we are looking for**

- Motivated by contributing to our mission to work with and for young people towards a world that fulfils their rights and supports their wellbeing.
- Positive, solution-oriented mindset and high learning agility.
- Ability to communicate and work effectively with a diverse range of colleagues and partners.
- Proactive, reliable, and able to work independently as well as part of a team.

#### **Our offer**

We provide a working environment where creative thinking, collaboration, and team spirit are highly valued.

Our office is located in the centre of Basel with access to state-of-the-art facilities and flexible working arrangements. Partial home-working is required.

The gross annual salary for this assignment is CHF 70,000.

#### **Application process**

Please send your CV and letter of motivation to Kiara Marvuglio at [recruitment@fondationbotnar.org](mailto:recruitment@fondationbotnar.org) by Tuesday, 20 January 2026.

Candidates must be Swiss, an EU citizen, or hold a valid work permit for Switzerland.