

The [UN Global Compact Network Switzerland & Liechtenstein \(GCNSL\)](#) is the official platform for the [United Nations Global Compact \(UNGC\)](#) in Switzerland and Liechtenstein. We strive to generate added value to our participants by sharing knowledge, organizing workshops, conferences and providing training and consultancy on corporate responsibility and the Sustainable Development Goals (SDGs). We also serve as an intermediary between our participants and the UN Global Compact Office in New York. For our Secretariat in Zurich, we are recruiting a:

Participant Engagement Coordinator (80% - 100%)

Maternity Cover (8 months)

Reports to: Executive Director

This temporary position is to cover the maternity leave of our Participant Engagement Manager and offers an excellent opportunity to support our Secretariat.

Responsibilities

- Supports outreach and engagement in Switzerland and Liechtenstein through presentations and public engagements, etc. to extend the awareness and reach of the UN Global Compact Network Switzerland & Liechtenstein (GCNSL) among relevant business audiences.
- Nurtures relationships with GCNSL participants. Understands their needs, their sustainability challenges and relevant engagement opportunities the GCNSL offers to help them set and make progress on ambitious sustainability goals.
- Attracts businesses to join the GCNSL, manages the joining, on-boarding process and provide on-going administration and customer support.

Requirements

- BA/MA or other relevant training and 1-2 years of previous employment in account management, sales, customer support or related field. Experience in the field of corporate responsibility is a significant advantage.
- Mother tongue French or German and a strong command of the other (French/German) and of the English language (Swiss German a plus)
- Pro-active, persuasive, confident, with strong interpersonal and communication skills
- Customer-oriented attitude
- Attention to detail, accountability and ability to multi-task
- Efficient, open minded and organized personality with a positive attitude
- Experience in Salesforce, Pardot, or other relevant Customer Relationship Management (CRM) software is a plus

Our offer

You will have the opportunity to be part of a small and dynamic team, with short decision-making processes. Flexible and hybrid work arrangement (3 days of the week in the office and 2 days working from home). Benefit from further education opportunities such as access to our Academy (online learning platform) and from good working conditions and a pleasant office in Zurich.

Expected Starting Date: 1 April 2025

Location: Zürich (candidates must to be legally authorized to work in Switzerland).

Please send your complete application (cover letter and CV) with the subject title: PE Coordinator per email to Annie Forster, jobs@globalcompact.ch. Application deadline: 10th of February 2025.

