

The UN Global Compact Network Switzerland & Liechtenstein (GCNSL) is the official platform for the United Nations Global Compact Initiative (UNGC) in Switzerland and Liechtenstein. It is a legally independent association which aligns its activities with the goals and strategies of the UN Global Compact. 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 Manager (60% - 100%)

Responsibilities

- Leads 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.
- Actively uses and shapes tools to improve participant engagement efficiency and participant satisfaction.

Requirements

- BA/MA or other relevant training and at least 5 years previous employment in a related area
- Mother tongue French or German and a strong command of other (French/German) and of the English language
- Pro-active, persuasive, confident, with strong interpersonal and communication skills
- Customer-oriented attitude
- Good knowledge in corporate responsibility and sustainability
- Attention to detail, accountability and ability to multi-task
- Efficient, open minded and organized personality with a positive attitude
- Experience in Salesforce or other relevant Customer Relationship Management (CRM) software a plus

Our offer

Be part of a small and dynamic team of very dedicated people, where you will have room for personal development and self-initiative. Benefit from good working conditions and a pleasant office in Zurich.

Please send your complete application (cover letter and CV) per email to Annie Forster, jobs@globalcompact.ch. Application deadline: 3rd of October 2023. For additional information, kindly contact Annie Forster by email.

We look forward to hearing from you.