

November 2022

The World Resources Forum (WRF) is an international non-profit organization that promotes the exchange of knowledge among business leaders, policy makers and scientists on the topic of natural resources. Through our high-level international conferences and projects, we aim to advance the vision for a sustainable use of natural resources. WRF was founded in 2012 as a spin-off of the Swiss Federal Institute for Materials Science and Technology (Empa). The WRF secretariat is located in St. Gallen, Switzerland.

In order to contribute to communication and events-related activities of WRF, we are looking for a highly motivated and creative:

Communications and Events Officer (60% - 100%)

Date of commencement: February 2023 or upon agreement

Place of work: St. Gallen, Switzerland (partially home-office possible)

Main duties and tasks:

- Take over key responsibilities for the organization and promotion of the World Resources Forum 2023 Conference
- Develop internal and external communication activities, such as content for news articles, newsletters and social media posts
- Lead communication and dissemination tasks related to international research and development cooperation projects
- Finetune and implement the WRF Membership Strategy
- Generate and implement ideas to improve WRF website, corporate identity and overall communications strategy
- Contribute to other daily administrative and organizational tasks of the WRF secretariat

Your profile:

- 1-3 years of professional experience in communications, event management, marketing, community management, international diplomacy or a comparable field. Relevant volunteering / non-professional experience will also be considered.
- Familiarity with topics related to environment and sustainability, such as responsible sourcing, circular economy, lifecycle assessment and e-waste
- Highly motivated, creative, team player, proactive work style, accountable, detail-oriented
- Fluent in English (written and oral); German or Spanish is a plus
- Excellent interpersonal and communication skills
- Computer literate (Microsoft Office, etc)
- Familiarity with WordPress, video editing and graphic design is a plus

WRF offers a modern and flexible working environment with creative freedom. Interested candidates are kindly asked to send their electronic application, including motivation letter, CV, and indication of earliest start date to jobs@wrforum.org with the subject line "Application - Communications and Events Officer". Application deadline is December 20th. Interviews will take place on a rolling basis.