



Temporary Position – Soirée Suisse Assistant Project Manager Embassy of Switzerland

The Embassy of Switzerland in Washington, D.C. is currently offering a full-time (40 hours per week) position as Assistant Project Manager for the annual Soirée Suisse in the field of Communications and Public Diplomacy for 3 months: **July 1, 2022 – September 30, 2022**. The remuneration for this position is **USD 3,500 per month (gross salary)**. This position is ideal for a recent university graduate.

The Soirée Suisse is the largest annual event the Embassy of Switzerland organizes to celebrate the Swiss-American partnership. The 21st Soirée Suisse will take place on Wednesday, September 14, 2022. The Soirée Suisse Assistant Project Manager will be part of the Communications and Public Diplomacy Section and will work under the supervision of its Deputy Head, who leads the Soirée Suisse project.

Duties and responsibilities:

- Invitation System Management: Designing and administering the invitation portal, managing the RSVP process, serving as the point of contact for colleagues, 1'500 guests and sponsors, organizing the check-in process with the external vendor.
- Volunteer Management: Ensuring all volunteer spots are filled, and volunteers are trained.
- Presentations: Updating existing staff briefing/presentations and compound layout.
- Assisting the project leader in all aspects of project coordination and logistics management.
- Organizing and attending project meetings, conducting follow-ups, and writing meeting minutes.

Candidate must possess:

- Completed college or university degree in a relevant field;
- A keen interest in learning all aspects of event management;
- Excellent knowledge of RSVP platform management (Zkipster) and excellent skills in Microsoft Excel for contact database management;
- Excellent computer skills, including Microsoft Office (Word, Excel, Paint, PowerPoint, Outlook);
- Excellent English verbal and written communication skills;
- Strong cross-cultural networking and communications skills, the ability to use them in an intercultural setting and knowledge of Swiss customs and culture;
- The ability to work independently as well as in a dynamic team, plan and organize events; to multi-task and prioritize in a fast-moving environment, as well as balance demands and manage the needs of multiple stakeholders with good judgement;
- Willingness and flexibility to work evenings and weekends (mainly in September), when necessary;
- Knowledge of German or French is a plus (but not required)

We offer:

- Inviting work atmosphere and interesting work in a diplomatic representation
- Competitive salary of \$3,500 per month gross
- Five vacation days
- Location in NW Washington D.C.
- Onsite parking

To apply:

All applicants must submit the following documents as a PDF file to washington.jobs@eda.admin.ch with the subject line of "Soirée Suisse: Assistant Project Manager" to ensure timely processing of your application.

- Resume (in English);
- Motivation Letter addressing the candidate profile explained above;
- One academic or professional Letter of Reference

No phone calls please; only those who are chosen for an interview will be contacted.

Application deadline: Sunday, May 8, 2022.