



# RIGHT TO PLAY

PROTECT. EDUCATE. EMPOWER.

Right To Play is a global organization that protects, educates and empowers children to rise above adversity through the power of play. We mainly target children and youth living in development and humanitarian contexts. Our Zürich based office is responsible for building partnerships and raising funds to make our work possible, as well as managing grants supporting projects in Right To Play countries.

Beginning in February 2019, Right To Play Switzerland is looking for a

## Communications Specialist (60-80%)

### What are you expected to do?

Reporting to the Business Development Manager, as Communications Specialist you are responsible for the strategic planning, implementation and monitoring of Right To Play Switzerland's online and offline communication. All communications measures aim at increasing awareness and engagement of our target group, therefore supporting all efforts towards building partnerships and raising funds for our programs worldwide.

### Responsibilities:

- Implement and monitor Right To Play Switzerland communications strategy
- Develop, execute and monitor an annual communications plan
- Develop (text and design) communication materials used as awareness tools to support fundraising efforts (e.g. annual report, brochures, flyers)
- Formulate plans and manage communication measures to support fundraising activities (own and third party events, corporate partnerships)
- Manage and monitor Right To Play Switzerland's online presence (website, newsletters and existing social media channels)
- Create opportunities for content placement in various media outlets
- Enforce brand standards to ensure consistent messaging and to strengthen our brand
- Keep the overview of and manage communications content (e.g. videos, photos, stories)
- Coordinate with third parties supporting the realization of communication tools (e.g. graphic designer, translators)
- Proactively feed into Right To Play globally by coordinating with other national offices and Headquarters

### Who are you?

- You have at least 4 years of work experience in communications (experience in NGO sector or similar highly desired, to support fundraising)
- You identify with Right To Play's mission and have an interest in international development and related areas
- You are a native German speaker with excellent oral and written standards, you are fluent in English -oral and written (required), French knowledge - oral and written (desired)
- You have excellent organisational skills and the ability to manage projects under a tight schedule and budget
- You have experience and empathy with the needs and requirements of communication for a variety of target groups
- You feel comfortable in a small team, are motivated by new challenges, have a flexible mind-set and a can-do attitude
- You have strong story-telling skills and creative ideas, with the ability to develop compelling content
- You have basic knowledge of Adobe products (Illustrator, InDesign, and Photoshop) and are able to work on small projects independently
- You are a positive and stimulating team player, while you at the same time demonstrate autonomy and proactivity

### What do we offer?

- You will take an active part in our global effort to transform children's lives positively
- We are a young and dynamic organization with ambitious goals and a playful spirit
- You will be supported by a motivated and encouraging team in Switzerland and globally
- Office in Zurich, some national and international travel may be required

**Does this opportunity motivate you?** If this role sounds exciting to you, send us your CV and a short motivation letter (in German) including salary expectations to Bernadette Werder, [bwerder@righttoplay.com](mailto:bwerder@righttoplay.com), stating "Communications Specialist" until 18.12.2018. Conversations will take place as applications are submitted on a rolling basis.

Right To Play is a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs.

We are looking forward to hearing from you!