

We are hiring a  
**Communications & Fundraising Assistant**

**Ideal start date:** mid-July 2022

**Working place:** Geneva, Switzerland

**Activity rate:** 40-60%

#### ABOUT FSD

**FSD (Fondation suisse de déminage) is an international humanitarian organisation based in Geneva.** Our core mission is to eliminate landmines and unexploded ordnance in war-affected countries. We also decontaminate sites polluted by toxic waste and support communities impacted by armed conflicts and instability. Since its creation in 1997, FSD has carried out operations in more than thirty countries, on four continents. For more information, please visit <https://fsd.ch>.

#### JOB DESCRIPTION

We are seeking a part-time assistant to join our dedicated and enthusiastic Communications & Fundraising team, **for a minimum of 12 months**. The role will ideally suit a student enrolled in a Master's programme in a relevant discipline (communications, marketing, international relations...).

Reporting to the Head of Communications, you will provide key support in most areas of the work of the Communications & Fundraising department. **Your tasks will include assisting in:**

- Updating the website;
- Creating engaging content for our social media & monthly newsletter;
- Collecting and analysing communications & fundraising metrics;
- Filing and tagging of photos and videos;
- Drafting of fundraising proposals and reports;
- Translating and proofreading texts;
- Developing and maintaining the private donor database.

#### YOUR PROFILE

- Bachelor's degree in a relevant discipline (communications, marketing, international relations, humanitarian studies...).
- Excellent written and oral communications skills in English (native speaker preferred). Able to understand and/or speak French and/or German.
- Strong IT skills (MS Office, Teams); an experience with digital media tools (WordPress, Mailchimp, Google Ads, Google Analytics, CRM) and graphic design (Canva) an asset.
- Exceptionally meticulous and attentive to detail.
- Great at multitasking and working independently in a structured way;
- Interested in NGO work / humanitarian action.

#### ARE YOU INTERESTED?

To apply, please email your CV, cover letter (1 page max.) and references to [communications@fsd.ch](mailto:communications@fsd.ch) (Subject: Communications & Fundraising Assistant). **Deadline for application: June 26th, 2022.**

Only short-listed candidates will be contacted.