



Quaker United Nations Office

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JOB TITLE: Communications and Fundraising Coordinator
LOCATION: Geneva, Switzerland
START DATE: 16 June 2014 (or as soon as possible thereafter)

Are you excited by the possibility of working among a friendly NGO team committed to building world peace and based in a pleasant environment in Geneva? QUNO is seeking an experienced, innovative, service-oriented Communications and Fundraising Coordinator to develop this new post that strengthens these areas in support of our programme work.

ABOUT QUNO

The Quaker UN Office (QUNO) works to promote peace and social justice in the international institutions in Geneva concerned with human rights and refugees, food and sustainability, climate change, international trade and development, and peace and disarmament. QUNO staff work with people in the UN, multilateral organisations, government delegations and non-governmental organisations, to achieve changes in international law and practice, with a view to promoting a more peaceful world.

QUNO holds a unique place in Geneva, with its long history of providing a neutral space for diplomats, UN officials and others to meet informally and off-the-record, to discuss issues and build partnerships which they could not do in a more public or partisan setting.

Our methods and the values on which they are based have resulted in key successes, such as the anti-personnel mine ban treaty, the outlawing of the use of child soldiers, and the World Trade Organization's recognition of the need for affordable medicines.

ABOUT THE POSITION

The Communications and Fundraising Coordinator works primarily under the guidance of QUNO's Director while also supporting other staff.

This is a part-time post of 32 hours/week.

RESPONSIBILITIES:

- Manage the development of new content and maintenance of the QUNO webpage including writing and editing timeline events, resources, staff profiles, program pages and all other sections of the site. Track web traffic statistics and gather feedback from QUNO staff in order to identify opportunities for improved website usability.
- Maintain the QUNO digital media presence on Twitter and Wikipedia, in conjunction with the Programme Assistants and Director, and consult QUNO on the value and adoption of other social media sources.

- Lead the editing and production of QUNO Geneva publications, in close collaboration with QUNO Geneva and QUNO New York staff, including the Annual Review, Geneva Reporter and any other reports, briefs or technical documents. Ensure QUNO Geneva communications are timely, accurate and consistently reflect QUNO objectives and style guidelines. Coordinate the production and printing of QUNO publications.
- Identify opportunities for QUNO staff to publish in external publications. Maintain working relationships with Quaker and other publications and keep QUNO staff aware of upcoming publication dates and submission deadlines. Archive digital and hard copies of QUNO articles published in external sources.
- Coordinate the development and delivery of QUNO grant proposals and any related reports or programme reviews, working closely with the Director and relevant QUNO staff. Identify additional funding opportunities in or outside the global Quaker community.
- Manage the QUNO Geneva databases and mailing lists, ensuring records are up to date. Together with the Office Manager, ensure the timely delivery of QUNO mailings, including but not limited to, the quarterly newsletter, annual review, Christmas card, and any other mailings.
- Advise the Director and staff on strategic use of communication media for different target audiences.

Everyone in the QUNO office works as part of an extended team, and will, from time to time, be asked by the Director to assist in other areas of work. These are likely to include active participation in QUNO's annual UN Summer School in Geneva, writing for QUNO and other Quaker publications, assisting with maintenance of Quaker House and reporting to QUNO's governing Committee.

KEY SELECTION CRITERIA

The successful applicant will have:

- Proven experience in developing public information for different audiences in public and/or private organizations
- Thorough and up to date knowledge of digital media and their use alongside print media
- Experience in writing and editing
- Experience in fund raising and the preparation of proposals
- A relevant university qualification (or equivalent) and several years of significant professional experience,
- Interpersonal and team skills (including a sense of humour), experience of creative thinking and visioning future work programmes and of priority setting; an ability to work alone if needed and to complete tasks on time with minimum supervision;
- Clear oral and written communication in English, probably arising from native language ability
- Flexibility and willingness to take on different tasks that may arise unexpectedly
- Sympathy with Quaker approaches and sensitivity to different cultures

Appointment to this post requires the post-holder to be a Swiss or European Union citizen or hold a valid Swiss residence permit.

Conditions of Service

Salary: CHF 64,000 to 80,000 gross per annum for an 80% appointment (i.e. 32 hours per week). QUNO also provides employer's contribution to social security, pension and accident insurance. The employee is responsible for and required by law to have health insurance. Please note that the cost of living is high in Switzerland.

Holidays: 27 days per annum, in addition to Geneva public holidays and the period the QUNO office is closed between Christmas and New Year. Timing of vacations is to be agreed in advance with the Director.

Closing date for completed applications: 21 April 2014

Interviews: Anticipated for a specific date in the week of 26 May 2014, in Geneva

Starting date: 16 June 2014 (or as soon thereafter as possible)

TO APPLY

Please send

- your curriculum vitae
- a cover letter
- the supplementary information form (see next page)

by email to: qunojob2@quno.ch clearly indicating "Communications Coordinator."

In your cover letter you should include the following information:

- Your assessment of how your qualifications and experience fit you for this job
- The names and contact details of three referees whom we may contact, including if possible your most recent employer (indicating whether we should ask you before contacting them) and one who is a member of the Society of Friends (Quakers)

Please use the supplementary information form (following page) to provide the following details. If you are unable to save or scan the form, please ensure that this information is presented clearly at the top of your cover letter. ***Applications without this information cannot be considered.***

All applications will be treated in confidence

QUNO Staff Application (Communications and Fundraising Coordinator)
Supplementary information

Please complete this form electronically, or fill in black and send as a scanned electronic copy.

Surname:

First name(s):

Present address:

Email:

Tel:

Mobile No:

NATIONALITY

Are you legally eligible to be employed in Switzerland?

What is the nationality specified on your passport?

QUAKER LINKS

Are you a member or Attender of a Quaker meeting?

If so, please give the name of your local meeting

Have you ever applied for employment to the Religious Society of Friends or to QUNO before? (If so, please give dates and details):