



*Vacancy announcement*

## **Event and Digital Content Coordinator 80-90%**

**Location** Geneva, Switzerland

**Term:** 80%-90%

**Projected start date:** 1 February 2025

**Application deadline:** 15 December 2024

### **Who are we looking for?**

We are offering an entry level position to join the Global Cities Hub (GCH) and support its growing activities and outreach in Geneva and beyond. If you are great at organizing events and interested in producing digital content to showcase GCH's work, we would like to hear from you. The ideal candidate is flexible, proactive, curious, a strong communicator and has excellent organizational and interpersonal skills.

### **About the Global Cities Hub**

In an urbanized world where global challenges require multi-stakeholder cooperation, the GCH contributes to a more inclusive multilateralism vis-à-vis local and regional governments. As such, the GCH supports inclusive dialogue within the Geneva's international ecosystem which includes the United Nations, other international organizations, representatives of States, and a wide range of academic and civil society actors. It works to ensure that local and regional governments may be fully part of the multilateral system and actively strengthen its overall effectiveness to respond to global challenges. The GCH also promotes the "urban" on the agenda of the international community, so that intergovernmental debates take into consideration the fact that our future will be urban.

### **Main tasks and responsibilities:**

The Event and Digital Content (EDC) coordinator will help coordinate GCH events, produce digital content and, if time permits, assist in reaching out to potential new GCH members.

## **1. Organization of events**

The GCH runs a high number of events throughout the year - including the important UN Forum of Mayors and Smart City Leaders' Talk - to connect local and regional governments to the international community in Geneva and to raise the profile of "the urban" in global governance. The EDC coordinator will be required to assist the GCH team with the organization of events, in particular with administrative and logistical matters pertaining to speakers and participants:

- managing the invitations
- facilitating the participation of speakers (with travel and accommodation, when necessary)
- getting in touch with co-organizers of the events (such as UNECE, ITU, UN Habitat and other relevant entities) to fine-tune logistical aspects
- assisting with the event online platforms (Zoom, Teams, Webex, etc.)
- preparing digital content for the GCH website and social media to promote the event before, during and also after it.

## **2. Digital content coordination and website maintenance**

The GCH website and social media are crucial tools to ensure visibility of GCH's work and to convey its core messages on the inclusion of local and regional governments and on the importance of the "urban" in multilateral debates. The EDC coordinator will be required to assist the GCH team in maintaining its website and producing digital content to be published on social media, in particular by:

- ensuring that the GCH website is consistently updated with the latest events, news and relevant information
- monitoring the performance of the GCH website and social media, by producing regular statistics
- preparing digital content for the GCH website and social media to showcase GCH's work and ensure its online visibility
- coordinating the content of the GCH newsletters
- designing flyers and other promotional materials that align with and enhance the GCH's visual identity.

## **3. Outreach to new potential GCH members**

The GCH is an association under Swiss law, with members. The task consists in approaching a selected group of cities and regions that could be interested in joining the GCH as new members. If time permits, the EDC coordinator will be required to assist the GCH team in crafting an appropriate narrative on the work of GCH for new members, in particular by:

- developing outreach materials to invite new members to join GCH
- engaging with interested cities and regions and following up on GCH's invitations and the requests of potential new members
- assisting with the organization of GCH General Assemblies

## Qualifications

### Education

- Bachelor's degree in journalism, communication, international relations, social science or a related field, or equivalent experience.

### Experience

- Previous involvement in a public administration, an international organization or an NGO is an asset.

### Knowledge and skills

- Sense of initiative and creative thinking
- Flexibility to work on various files at the same time
- Planning and problem-solving skills
- Good interpersonal competencies and ability to work in a multicultural environment
- Collaborative mindset with a willingness to learn from others
- Excellent communication and drafting skills
- Fluency in both English and French; Spanish is an asset

## How to apply

Applications should be made in English, and include:

- A one-page motivation letter
- A CV (maximum two pages)
- A valid work permit for Switzerland (or Swiss/EU citizenship) at the time of application is a pre-requisite.

Applications should be sent by email to [info@globalcitieshub.org](mailto:info@globalcitieshub.org) by 15 December 2024.

Only shortlisted candidates will be contacted for interviews by the end of 2024.