

Are you Swiss national and looking for a new challenge?

We are seeking for a new motivated and committed **Social Media & Website Manager (voluntary)** who will run and improve the online presence of the Swiss Association of Singapore.

Your contributions

- Create engaging, creative and insightful content for our Social Media Profile
- Build and maintain an online community on Instagram, Facebook, or new platforms
- Research trends and topics to improve our awareness and appearance
- Managing, maintaining and evolving our community website
- Support the committee with a newsletter from time to time to inform our community

Your Profile

- Passion for digital marketing, communication & events
- Experienced or happy to evolve in engaging the community & followers
- Sense for hospitality and happy to join or support community events
- Knowledge in handling planning & creation tools (Later, Canva)
- Creative, proactive & able to think-outside-the-box
- Self-motivated with a positive and hands-on work attitude
- Excellent written and verbal communication skills in English
- Knowledge in WordPress, Google Drive and Mailchimp
- Having fun with giving visibility and appeal to the digital face of a community
- Collaborate with committed committee members and make things happen

We offer

- A part-time, voluntary job in home office mode, freely adaptable to your schedule in a very motivated and collaborative committee (workload approximately 2-3 hours per week)
- An activity oriented towards results and quality, supported by a strong team
- Great opportunities to network within and beyond the community

Contact our President, Daniela Erni to apply or get more information: daniela.erni@swiss-sg.org