

Connecting the Dots in Science, Education, Art and Innovation

swissnex Brazil's mission is to nurture the Swiss innovation ecosystem with ideas, concepts and contacts to help Switzerland maintain and strengthen its competitive edge. We foster dialogue and enable collaboration among opinion leaders, researchers and practitioners in education, science and innovation between Brazil and Switzerland. A public-private venture, we are the youngest addition to a growing network of outposts in Bangalore, Boston, San Francisco and Shanghai, initiated by Switzerland's [State Secretariat for Education, Research and Innovation](#) (SERI). swissnex works with public and private sector partners, sponsors and donors who are equally committed to furthering Switzerland's leading position as an innovation nation.

Job Description: Junior Communications Manager (Rio de Janeiro)

swissnex Brazil officially opened its doors in April 2014. The organization's medium-term goals are to build in-depth knowledge of the Brazilian innovation ecosystem; to strengthen its local network of high-level representatives from academia and business; and to implement out-of-the-box signature projects and events to ignite cross-continental conversations and showcase Swiss excellence in science and innovation.

As one of the members of the small but growing swissnex Brazil team, you are expected to take ownership for accomplishing different requests and projects from Swiss and Brazilian stakeholders; to identify and explore opportunities to shape a sustainable portfolio of future activities; to expand and deepen our relationships with Brazilian and Swiss partners; and to work relentlessly to contribute to a successful development of our organization.

You will get the opportunity to be part of a creative and innovative venture; proactively help shape the only Latin American swissnex office, with a special focus on beefing up the organization's communications; work in a vibrating emerging economy; interact and collaborate with high-level representatives of both Switzerland and Brazil; and expand your skills and update your professional knowledge by participating in educational opportunities and events.

Tasks and Responsibilities

Reactively and proactively work with the core team to accomplish tasks and respond to requests; take full ownership of the professional implementation of communications tasks and contribute with new ideas and initiatives to further swissnex's unique mission and objectives.

This includes:

- **General Communications:** actively support the CM in developing, strengthening and implementing swissnex Brazil's on- and offline communications strategy, with special focus on social media and design,
- **Web & Social Media:** contribute to a coherent and innovative presence of swissnex Brazil across various web/social media channels through regular, relevant and timely posts; manage and evaluate social media impact through monitoring & evaluation,
- **Content Planning, Production & Editing:** closely collaborate with the CM in planning and producing online content,
- **'Connecting the dots' & Networking:** proactively reach out to relevant contacts and act as a connector between people and ideas,

Detailed Overview of Tasks

General Communications:

- Under the lead of the CM, implement a fresh, innovative strategy for on- and offline communications and take full charge for the coordination of specific communications projects and/or campaigns
- Provide support in all communications tasks associated with projects / events
- Provide support in maintaining database of contacts and creating mailing lists,
- Support the CM as a contact point for press agencies for events / projects
- Develop and create content for, and implement mailing of swissnex Brazil newsletter
- Create content and do graphic work for promotional materials (flyers, banners, cards, etc.)
- Assist colleagues in creation and formatting of presentations and public speeches

Web & Social Media:

- Implement swissnex's social media strategy and ensure coherent, active presence across channels
- Maintain, update and develop content for swissnex Brazil website (Portuguese & English)
- Evaluate social media impact through monitoring & evaluation

'Connecting the dots' & Networking:

- Reactively and proactively promote collaboration between people/organizations in Switzerland and Brazil
- Attend meetings, events, conferences as a swissnex representative

What we look for in a Candidate

General / Personality

- Independent, self-motivated
- Hands-on, proactive

Background / Experience

- Bachelor's or Master's degree in marketing, design, digital communication or similar
- Proven experience in social media - strategy and design of content
- Professional mastery of English language, incl. solid writing
- Mastery (reading, writing and speaking) of Portuguese language
- Mastery of at least one (1) Swiss national language **is a plus**

Skills

- Proven experience in online communication and social media management
- Knowledge of design programs (Adobe InDesign, Illustrator, Photoshop) or similar
- Knowledge of Flash, video editing, etc **is a plus**
- Knowledge of printing and post-production management (to work with vendors)

Additional Information

- This is a 100% position
- Start date: March, duration 6 months
- The position requires flexible hours, incl. some evenings and weekends
- Compensation to assist with living costs: BRL 4'000/month
- Swiss citizenship required

Interested Candidates

Please send **cover letter** and **resume** to: juliana@swissnexbrazil.org ASAP – **Deadline: 31st of January**