

# SWISS POLAR INSTITUTE

The Swiss Polar Institute (SPI) supports Swiss-based scientists in their research at the three poles of the Earth, the Arctic, Antarctic and remote regions in high-altitudes. Activities range from project and logistics funding, the organisation of scientific programmes and expeditions, to health and safety courses and outreach activities with schools and cultural actors. The SPI is a private foundation supported by the Swiss Confederation.

The Swiss Polar Institute is looking to complete its small and dynamic team and to recruit a

## Communication officer 50%

Location: Sion

Entry date: 1 January 2023 or upon agreement

Duration: CDI (unlimited contract)

Working for a small grant-making foundation supporting the polar and high-altitude science, the successful applicant will have the following tasks:

- Further develop the strategy and tools to communicate the SPI mission and maximise the impact of the SPI and of Swiss polar science nationally and internationally
- Contribute to the stakeholder management of the SPI with the preparation of dedicated content
- Proactively devise and implement SPI communication through promotional material, annual reports, website (owner), social media content, newsletters, etc.
- Write and create attractive content such as news and short stories on scientific campaigns and scientific results, press releases, social media postings and presentations, in close collaboration with the SPI team and beneficiaries
- As part of the SPI team, support the development of internal tools and processes related to communication as well as contribute to the organisation of SPI events

Your profile:

- Master's degree (ideally in journalism, communication or marketing), experience in a similar position
- Strategic and analytical mindset with an understanding of target groups (policy makers, scientists, donors and other stakeholders)
- Experience in science communication, ability to synthesise scientific information and convert it into language understandable to a wide range of stakeholder
- Mastery of different communication technologies, including social media (Twitter), wordpress, CRM platforms, mailchimp; computer graphics skills and openness to acquire additional IT skills
- Excellent knowledge of English, written and oral. Solid knowledge of French/German an asset
- Dynamic, proactive, creative and “connecting the dots” personality
- Positive mindset with attention to detail, excellent organisational skills and capable of working autonomously while ensuring successful teamwork

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What we offer:

- Working in a small team committed to supporting cutting-edge science in the fascinating, but fast changing polar environment
- The possibility to contribute to a growing institution with great team spirit
- A competitive salary package, pension fund scheme, flexible working schedule, contribution towards public transport and home office
- New offices in Sion, Valais, within a vibrant science campus in the middle of rich outdoors opportunities

Should you be interested and match the profile, we very much look forward to hearing from you by 24 October 2022. Please send your full application (motivation letter, CV, diplomas, in a single pdf file) to [secretariat@swisspolar.ch](mailto:secretariat@swisspolar.ch). Only complete application files will be considered.

27.09.2022