



Communications Officer / Social Media Specialist

The Consulate General of Switzerland in New York is seeking a qualified candidate for an 80% - 100% permanent position as **Communications Officer / Social Media Specialist** beginning **immediately**.

The Consulate General of Switzerland in New York represents and promotes the interests of Switzerland and of Swiss citizens in New York and the Northeastern United States. The Consulate General also aims at developing dialogue and exchanges between Swiss and Americans in all fields of life.

Our ideal candidate is a highly motivated, proactive, and flexible individual with knowledge and passion for social media, experience in communication and event management. He will be able to multitask and can work under pressure in a team. Further, the candidate should have a good understanding of Switzerland and international politics. Additional duties beyond those listed here will be determined and assigned as needed.

Duties and Responsibilities:

- Develop and implement a social media strategy for the Consulate General, including electronic outreach activities and production of relevant and enticing content
- Manage the Consulate General's website and social media platforms
- Handle public affairs requests and enquires
- Establish and maintain constructive relations with media contacts
- Conduct and initiate activities in outreach, financial planning, design and management of projects, events and visits in the field of public diplomacy
- Perform some administrative work including assistance to the Deputy Consul General, such as scheduling, researching and reporting

Requirements: (Please do not apply if you do not meet all requirements listed below)

- A university degree in a related field to communications, public relations, marketing, international relations, social science, humanities, economics
- Professional experience in a social media focused environment
- Full computer literacy with Microsoft Office and tech savvy
- Substantial knowledge of social networks such as Facebook, Twitter, YouTube etc. and the communication opportunities offered by these platforms
- Experience in publishing or participating on blogs, social news, video/photo sharing, and social networking applications
- Strong project management and organizational skills
- Good understanding of Switzerland and/or international politics
- Excellent communication and interpersonal skills
- Excellent command of English (ideally a native speaker)
- Good command of at least one of the official languages of Switzerland (French, German or Italian)
- Hold either a Green Card or US citizenship

We offer:

- Inviting work atmosphere in a foreign representation
- Competitive salary and benefits package
- 100% matching in 401 k plan
- 4 weeks paid vacation (if 100% position, otherwise pro-rata)
- Some American and Swiss holidays
- Location in midtown Manhattan

To Apply:

Please send your resume, a letter of interest addressing the requirements listed above and salary expectations **no later than February 8, 2012** in electronic format (Word document, PDF file) to: job-cgny@eda.admin.ch. Please write into the subject line, "**Communications Officer / Social Media Specialist**" to ensure timely processing of your application. Please do not contact the Consulate General. Only those who are chosen for an interview will be contacted.