



GreenUp Communications Coordinator (30-40%)

GreenUp inspires people across Switzerland to act for a resource-light future. Through positive workshops and innovative projects, people experience how easy it is to use fewer resources in everyday life, making us and the planet happier?

Do you love interacting with people and telling meaningful stories? Then this job could be for you!

Your main tasks:

- Create an Annual Comms plan
- Manage supporter database, create and send newsletters 4 - 6 times per year
- Create and send press releases for events and general GreenUp PR
- Manage and harmonise social media channels
- Create stories of GreenUp activities (video, imaging)
- Support report writing and fundraising proposals

What we offer:

- A creative position in which you can help build our impact, together with the other team members
- A Coworking spot at WWF Switzerland (if desired)
- A flexible contract if desired, or you can work as freelancer from your own company
- A base of 5000 CHF per month retribution at 100%

About you:

- Team-oriented, participative and cooperative
- Comms/PR experience, including social media as a marketing tool
- Swiss-German native, with Business-fluency in English and ideally other languages
- Proficiency with Canva and Website Software
- Personal commitment to a sustainable, less-is-more lifestyle
- Outgoing personality

Interested? Contact Managing Director Nicole Keller (nicole@green-up.ch) with your CV and a brief motivation per email. Or give us a call at 078 6813052 for more information.



www.green-up.ch



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