

- Recruit and onboard volunteers from the GreenUp network and local Davos residents. Manage contracts, briefings, and administer expenses
- Coordinate schedules, housing, and travel arrangements of volunteers.
- Arrange housing agreement with various Davos residents

- Setup the 2027 Event Team structure by functional areas (Registration, Theatre, Outdoor, Tech, Food & Beverage, Partners, Communications)
- Provide post-event debrief and capture learnings as storytellers for GreenUp

3. Logistics & Infrastructure Management

- Implement preset venue design and layout, optimise flow and crowd management
- Coordinate suppliers for catering, setup & production, furniture, waste management, parking, and deliveries.
- Oversee tech Infrastructure is in place and functioning: WiFi, power, backup systems, internet bandwidth
- Integrate sustainability practices: waste minimalisation, CO2 tracking, local supply chains

4. Stage & Programme Coordination

- Coordinate with the Partner & Programme team on presentations slides, stage flow, live streaming, mic checks, and speaker coordination
- Manage timings, transitions, special requests, and backup plans during live sessions

5. Security, Health & Compliance

- Shared Responsibility with the President and Managing Director / Project Manager
- Lead risk assessment & contingency planning (weather, technical failures, medical emergencies, security incidents)
- Develop emergency plans for evacuations, medical assistance, and crisis communication

Competencies

Structural & Analytical Skills

- Strong project management skill with the ability to coordinate parallel workstreams, dependencies, and deadlines
- A proactive, solution-oriented approach problem-solving, calm and resourceful under pressure. A “yes, we can” mindset
- A data-driven mindset, comfortable tracking metrics and translating post-event analysis into actionable insights

Leadership

- A stabilising, adaptable presence who leads confidently under pressure
- Proven ability to engage people, build trust and ownership with volunteers and partners
- Clear, concise, and context-dependent communication style
- Genuine alignment with GreenUp's values: sustainability, regeneration, and impact not as slogans but guiding principles

Technical & Practical Skills

- Functional fluency in core event technology including WiFi, power, backup infrastructure, and live streaming
- Strong budget awareness and vendor negotiation skills

Experience & Qualifications

Required

- Minimum 5 years of event operations or project management experience, preferably with large, complex events (1000+ participants)
- Demonstrated experience coordinating volunteer and leading teams
- Comfort with ambiguity, parallel responsibilities, and decentralized coordination
- Fluent in German and English both written and spoken

Nice to Have

- Experience with events in Switzerland or highly regulated markets
- A sustainability focus or background in impact-driven events
- NGO or non-profit experience
- Festival, conference, or WEF experience
- Experience managing a multi-event portfolio

Collaboration & Reporting

Key Stakeholders

- GreenUp Managing Director & President: strategic alignment, shared accountability for security/compliance, escalations
- Communications Lead: PR, media, external communications
- Partnerships Lead: sponsoring, partner relations, vendor alignment
- Programme Lead: agenda, speaker management, content flow
- Volunteer Teams: direct coordination, no management layer

Reporting

- Pre-event: weekly calls, monthly status reports covering timelines, risks, and vendors
- During the event: daily updates
- Post-event: full debrief, lessons learned and ROI

Compensation & Benefits

GreenUp is an agile, lean NGO with outsized impact. We offer a fair, consciously moderate salary of CHF 5,000/month at 100%. The distinctive value of this role lies in the strategic network you build and leverage, and the direct, measurable impact on climate and sustainability transformation. You will not just be running an event, you will be creating a catalyst for systemic change. Collaborating with NGOs, private sector leaders, scientists, and policy makers opens doors to conversations and opportunities that transcend conventional career paths. If impact and transformative connections matter more to you than financial maximisation, this is the role for you. Beyond salary, this role offers:

- Flexible working hours: we focus on results, not hours logged
- A highly motivated team with a clear, regenerative mission
- The opportunity to shape one of Switzerland's influential sustainability events
- Autonomy combined with collegial support
- International visibility & networking with global changemakers & impact investors

Interested? Please send your CV, LinkedIn profile and a short motivation email explaining your fit with the position and GreenUp to info@green-up.ch. Applications continue on a rolling base until position is filled.