Open Position
Manager, Communication (60-100%)

CEP is an international nonprofit nonpartisan economic policy think tank for sustainability with a focus on fiscal, monetary and trade policy. We formulate and promote economic policy solutions that strengthen individual opportunity, social cohesion and environmental stability.

Our work is driven by the conviction that changes to economic policies are vital for sustainability. Whether governments align fiscal policy with a sustainability agenda, whether central banks integrate social and environmental considerations into their decisions and whether trade agreements account for their effects on climate change, employment and public services has significant ramifications for people and the planet. We engage on these issues through a portfolio of activities in close collaboration with partners, including international organizations and other think tanks around the world.

To support CEP’s expansion, we are seeking a new colleague to join us in our office in Zurich, Switzerland, as Manager, Communication. We are a growing international team with a deep passion for the goals we pursue and a strong focus on impact. Transparency, diversity, agility, independence and integrity are at the core of what we do. Self-starting in a flexible environment that supports everybody in learning and developing is critical for our engagements.

Responsibilities

▪ Driving our communication activities, including planning, implementation and evaluation
▪ Editing and disseminating publications
▪ Managing pre- and post-event communications
▪ Supporting the team in media relations
▪ Writing and publishing the CEP newsletter
▪ Managing our website and further digital communication channels

Profile

▪ Sharing the objectives CEP strives for
▪ Minimum of 3 years’ experience in a communications role in an international environment
▪ University degree in economics or a related field, or equivalent economics knowledge and skills
▪ Excellent communication skills and command of English. Further languages are a plus
▪ Strong writing and editing skills
▪ Experience in media relations and managing digital communication channels.
▪ Swiss citizen, EU/EFTA-national or holder of a Swiss work permit

To apply, please send us a motivation letter and CV to getinvolved@cepweb.org.

We look forward to hearing from you.