



Wikimedia CH is a not-for-profit association, the Swiss chapter of the international Wikimedia Movement. It promotes free knowledge, in particular through the Wikipedia encyclopedia and other associated projects. As a grassroots organization, it currently employs five people and works with a community of members and volunteers. In order to fill a vacancy from January 2017 onwards, we are currently recruiting a:

Community & Public Policy Manager (50 - 60%)

YOUR RESPONSIBILITIES

- Enable, consult and support community members and their projects
- Run/help organize community events in Switzerland
- Run/help organize campaigns and activities to attract new editors, members and potential donors
- Hold keynotes and organize workshops (in German, English and preferably also in French language) to share know-how and provide support
- Represent the association at events (nationally and internationally)
- Relationship building and fostering with internal and external stakeholders
- Actively searching for and promoting collaborations and partnerships with like-minded institutions and associations in Switzerland
- Participate in the annual planning process and overall strategy work of the Association.
- Report back on metrics, events, activities in a variety of formats and for different stakeholders
- Take responsibility for allocated budgets and projects
- Work in close collaboration with colleagues in French- and Italian-speaking Switzerland as well as in other European Chapters (especially the German speaking ones) and the Wikimedia Foundation staff members/volunteers.
- Actively drive and participate in outreach activities in terms of influencing Swiss legislative and regulatory policy processes (copyright, freedom of panorama, free knowledge, net neutrality); creating new partnerships in that regard and creating visibility for the organization.

YOUR PROFILE

The ideal candidate will have/be:

- Strong people skills and a “can do” attitude
- Self-starter with a strong capacity to organize him/herself.
- A “thick skin” and effective conflict management skills
- The capacity to work in a virtual team.
- Willing to take on responsibility and to work on flexible schedules
- Fluent in (Swiss) German (C2), English (at least C1) and French (at least B1)
- Strong online collaboration skills
- Good understanding of technology (IT, wiki, social media)
- Excellent interpersonal and written communication skills
- Excellent relation management and building skills

- Experience in project & events management
- Advantage: knowledge of Wikimedia projects and/or the Wikimedia “World”/movement (if you have contributed to any Wikimedia project, don’t hesitate to mention your username).
- An understanding of free knowledge with a commitment to this value
- Very familiar with European and Swiss legislative and regulatory policy processes which affect the free & open internet as well as copyright issues (advantage: contacts in this field)

Start Date:

1st of January 2017 with availabilities already in December 2016 for the onboarding.

We offer a position in a modern not-for-profit setting, inside a high-profile association with interesting and varied tasks. As a virtual organization, we offer the possibility of home-office or provide a work-station in a co-working space.

Applications:

Close on **31st of October 2016** and should be addressed electronically to jenny.ebermann@wikimedia.ch with your CV, a cover letter and job references. Names and contact details of referees will be required at a later stage of the process. Interviews are to take place in November.