

# Call for Volunteers: Event Manager (5-10%)

Women in International Security (WIIS) Switzerland is looking for an **Event Manager (5-10%)**. Join a dynamic team, passionate about the promotion of gender equality in the international peace and security sector.

[WIIS Switzerland](#), founded in 2020, aims to support, connect, and engage women working in international peace and security across Switzerland, to provide a platform for collaboration and exchange across sectors – from government to international organisations, the private sector, civil society, and academia – and to build bridges to the global community of WIIS. Together with the Steering Board you will have the unique opportunity to shape WIIS Switzerland to become one of the country's primary platforms for gender equality and international security.

As part of your assignment, you will have the chance to work with a variety of actors and build new connections through diverse event formats such as the **WIIS afterwork drinks** or the [UNIDIR-WIIS CoLab Speaker Series](#).

Your tasks	Your profile
<ul style="list-style-type: none"> <li>• Operational event management (liaison with event partners and speakers, logistics, outreach via mailings and social media, etc.)</li> <li>• Conceptualise new event formats and help to further develop existing formats in close collaboration with the Steering Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of a Bachelor's degree in political science, international relations or similar</li> <li>• Experience in event management</li> <li>• Experience with Mailchimp, Webex, and Zoom is an asset</li> <li>• Passion for gender &amp; international security</li> <li>• German &amp; French is an asset</li> </ul>

Interested? Please send your CV and cover letter to [switzerland@wiisglobal.org](mailto:switzerland@wiisglobal.org) by 5 June 2022.

We look forward to hearing from you!