



JOB OFFER

EVENT ASSISTANTS

Geneva Peace Week (GPW) is an annual gathering that convenes local and international actors from across sectors to share experiences and solutions for building peace. Hosted by the Geneva Peacebuilding Platform, GPW emphasizes cross-sectoral collaboration and elevates diverse voices from the peacebuilding field.

The Geneva Peacebuilding Platform is currently recruiting **Event Assistants** for the [12th edition of Geneva Peace Week](#).

Key Responsibilities

- Act as representatives of Geneva Peace Week, ensuring a welcoming and professional environment
- Welcome and assist session organizers upon arrival
- Coordinate and support volunteers as needed
- Collect presentation materials (videos, PowerPoints) from organizers, including via USB Key and hand in to the technician
- Provide gentle time reminders to organizers (e.g., 10 minutes before the session ends)
- Count participants in the room

The Event Assistant will collaborate closely with a Technician who oversees all technical aspects of the session, including launching the Zoom meeting, managing videos and presentations, and ensuring seamless audiovisual support. While breaks can be taken during the event, at least one of you must remain in the room at all times.

Requirements

- Valid Swiss work permit and Swiss Residency
- Experience in event management
- Strong interpersonal and organizational skills
- Comfortable working in a fast-paced environment
- Fluency in English (French is an asset)
- Punctuality and reliability are essential

Application Materials

Please send the following documents at gpw@gpplatform.ch :

- CV
- One-page cover letter



Compensation

- CHF 30/hour
- 9 hours/day for 3 days (08:00-17:00)
- **Total remuneration: CHF 810.-**

Important Dates

- **Interviews:** Friday, 19 September
- **Confirmation email (if selected):** Monday, 22 September
- **Selection confirmation:** Wednesday, 24 September (at the latest)
- **Mandatory training session:** Friday, 26 September, 11:00-12:00
- **Working dates:** 14-16 October 2025

Note: There is no flexibility in these dates