



JOB OFFER – VOLUNTEERS

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.

We are currently looking for **Volunteers** to support the smooth operation of the [12th edition of Geneva Peace Week](#).

Key Responsibilities

- Helping set up the rooms before sessions start
- Welcoming guests and participants
- Handing out flyers regarding live-interpretation at the beginning of events
- Assisting participants in finding free seats
- Preventing doors from slamming as people go in and out of the room while sessions are in progress
- Helping avoid disturbances during the events
- Circulating microphones during Q&As
- Helping tidy up the rooms in between events

Requirements

- Friendly and helpful demeanor
- Team-oriented and proactive attitude
- Fluency in English (French is an asset)
- Punctuality and reliability are essential

Application Materials

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

- CV
- Indication of available time slots: 13-17 October 2025 08:30-10:30/10:30-12:30/12:30-14:30/14:30-16:30

Compensation

- This is a volunteer role (unpaid)
- Volunteers will receive a certificate of participation and a token of appreciation

Important Dates

- **Selection confirmation:** Friday, 19 September
- **Final confirmation (if selected):** Wednesday, 24 September (at the latest)
- **Mandatory training session:** Friday, 26 September, 14:00-15:00
- **Working dates:** 14-16 October 2025

Note: There is no flexibility in these dates