

Administration and Events Coordinator

Location: Geneva

Time Commitment: 60-80% (negotiable)

Start Date: 1 July, 18-months (renewable)

The role:

Reporting to the Executive Coordinator of the [Geneva Peacebuilding Platform](#) (GPP), the role of the Administration and Events Coordinator is to coordinate administrative tasks and event logistics for projects within the Geneva Peacebuilding Platform, including its flagship forum, [Geneva Peace Week](#) (GPW). The GPP is hosted by the Graduate Institute's Centre on Conflict, Development and Peacebuilding (CCDP), one of its founding members. The contract for this position will therefore be established with the Graduate Institute.

The duties and responsibilities of the Administration and Events Coordinator are to:

- Coordinate administrative tasks for ongoing projects within the Geneva Peacebuilding Platform, including Geneva Peace Week by acting as administrative focal point for HR, finance, contracting, IT, which includes: processing expense claims, honorarium payments for temporary staff, drafting of service contracts and hiring documents.
- Coordinate event logistics for projects within the Geneva Peacebuilding Platform, including Geneva Peace Week by organizing technical and logistical aspects.
- Coordinate the participation of event organizers, speakers and attendees during each stage of the Geneva Peace Week management cycle.
- Oversee the use of an event management platform for organizing Geneva Peace Week (application and review process, registration, programme development, virtual lobby, surveys etc).
- Provide assistance for reporting, data entry, document drafting, editing, proofreading, follow-up and distribution of Geneva Peacebuilding Platform documents.
- In direct coordination with the Executive Coordinator of the platform and in collaboration with the CCDP Coordinators, keep track of the budget implementation of the Platform, and prepare the financial reports.

Your profile:

Swiss or EU citizenship or a valid work permit for Switzerland at the time of application is a prerequisite.

- Professional certificate in administration or equivalent
- Fluency in English and strong writing skills.
- Strong administrative and coordination skills, and ability to prioritize when managing multiple tasks.
- Experience in using communication and collaboration platforms (Microsoft Teams/Webex Teams etc.)
- Experience in organizing online events (Zoom, Webex Meetings etc.)
- Ability to work independently and in a team.
- Ability to work under pressure; a self-starter.

Advantages include:

- Experience in using CRM platforms (Hubspot, Salesforce etc.)
- Knowledge of French.

We offer:

- A rewarding, dynamic and challenging work experience with a large scope for creativity, initiative and networking.
- The chance to participate in Geneva Peace Week and work with more than 100 partner organizations in fields related to peacebuilding.

If you think you are a good match for this position, please send your application to info@gppplatform.ch as soon as possible, as this position will be filled as soon as a suitable candidate is found. Please send an email with the subject heading 'GPP Administration and Event Coordinator_FULL NAME' enclosing:

- 1) a one-page motivational statement in English describing your relevant experience and what you would contribute to the GPP.
- 2) a concise CV (maximum two pages).

The Geneva Peacebuilding Platform is committed to equality of opportunity and encourages applications from all qualified candidates regardless of gender, race, ethnicity, age, sexual orientation, gender identity, class, education, indigeneity, religion, ability, native language, color, and family status.

The Geneva Peacebuilding Platform is a knowledge hub that connects the critical mass of peacebuilding actors, resources, and expertise in Geneva and worldwide. Founded in 2008, the Platform has a mandate to facilitate interaction on peacebuilding between different institutions and sectors, and to advance new knowledge and understanding of issues and contexts related to building peace. Geneva Peace Week is a leading annual forum in the international peacebuilding calendar, and the flagship event of the Geneva Peacebuilding Platform.

The Geneva Peacebuilding Platform is a partnership between five institutions; the Graduate Institute's Centre on Conflict, Development and Peacebuilding (CCDP), the Geneva Centre for Security Sector Governance (DCAF), the Geneva Center for Security Policy (GCSP), Interpeace, and the Quaker United Nations Office (QUNO).