



SEET
Support Education
Empower Together

Communications Manager (Volunteer)

We are seeking a dedicated and creative individual to join our SEET team as a Communications Manager for our Communication Team. In this role, you will support developing and implementing a comprehensive external communication strategy while refining internal communication processes to enhance team efficiency and organisational cohesion.

About SEET

SEET - "Support Education, Empower Together" - is a non-profit association that supports refugees who have had to interrupt their education due to their displacement. Our study support programme provides personal mentoring, situational financial support, and workshop & network building to help participants access Swiss higher education.

We are committed to making a sustainable impact by empowering refugees to achieve self-determination in Switzerland. Recognising the complex challenges faced especially by women, who are often inter-sectionally disadvantaged as women, migrants, and refugees, we place a strong focus on their specific needs while supporting refugees of all genders.

Key Responsibilities

- **Communications Strategy**
 - Develop and implement a comprehensive external communication strategy
 - Refine internal communication processes to enhance team efficiency and organisational cohesion
- **Manage and optimise our Communication Channels**
 - Develop and maintain our WordPress website
 - Produce high-quality & informative communication materials
 - Write engaging newsletters & blog posts
- **Stakeholder Engagement**
 - Establish and nurture relationships with media outlets, communication institutions, and other key stakeholders

What We Offer

- An opportunity to develop skills in communications, digital marketing, and non-profit advocacy.
- Experience working in a dynamic, intercultural, and motivated team of professionals from various disciplines.
- Platform to make a meaningful impact in supporting refugee education.
- A chance to foster meaningful connections and support refugees in achieving their educational goals.
- The opportunity to work very independently and flexibly, and attend professional training and coaching.

Requirements

- Professional language proficiency in German and English (minimum B2 level)
- Strong communication and writing skills
- Creativity in content development and storytelling
- Familiarity with WordPress and social media management (advantageous but not mandatory)
- Availability of 2-3 hours per week
- Commitment to biweekly team meetings
- Passion for supporting educational equity and refugee empowerment

Interested?

If you are passionate about event management and supporting refugees' access to education, we would love to hear from you! Please send your CV and a short cover letter outlining your motivation to seet@seet.ch.

We look forward to welcoming you to our team!

Your SEET Team

www.seet.ch

Please note this is an unpaid position - our organisation is made up of motivated volunteers.