



## SFG Building Bridges Program Coordinator

Duration: 9 months, March 1 - December 1  
*permanent contract possible after initial term*

### Overview

Building Bridges is an open and collaborative effort that aims to accelerate the transition to a more sustainable economy in Switzerland and abroad. To this end, Building Bridges promotes the finance community's contribution to realising the SDGs. The initiative provides a forum for discussion and cooperation among financial and other private sector actors and institutions, public authorities, international organizations, as well as not-for-profit and academic stakeholders dedicated to achieving the transition to a financial system that is fit for the future.

The next edition of Building Bridges will take place October 2-5, 2023 and Sustainable Finance Geneva is seeking a Coordinator to work to **develop and execute an engaging program for the high-level Summit**, as well as other content related to Building Bridges.

### Duties, Responsibilities and Output Expectations

Reporting directly to Building Bridges Director, the Building Bridges Program Coordinator will:

- Develop a Summit concept (including format, themes, and speaker suggestions) through independent research and consultation with the Building Bridges Director and other key stakeholders.
- Prepare and send invitations and briefing material for speakers, including finding contact leads for high-level speakers. Follow up with speakers and their teams to secure their participation.
- Work with event moderators to properly structure sessions and design speaker packages that inform confirmed speakers of all pertinent details.
- Manage all speaker logistics including schedules, travel, hotel, transfers, etc.
- Assist in the guest list, invitation and registration process for the Summit.
- Assist the event management company in defining key event logistics related to the Summit including room set up, technology, and registration.

- Liaise with the Communications Team to put information about the Summit on the website and application, to develop communications support material for event organizers, and to reflect the Week on social media channels.
- Liaise with the Sponsorship Team to ensure sponsor benefits promised are delivered in the Summit.
- Provide inputs for the overall Building Bridges budgeting process.
- Be the key on-site point person during Building Bridges for the Summit.
- Support the team in developing other pieces of content - networking events, webinars, etc.

### **Qualifications and Experience**

The ideal candidate has a/is:

- Entrepreneurial mind-set, able to take initiative and work in situations of uncertainty
- Organized and detail-oriented, but capable of managing detail in the context of the “big picture” (milestones, outcomes)
- A strong ability to multitask and be conscientious and efficient in meeting commitments, observing deadlines, and achieving results. Takes ownership of all responsibilities and is a self-starter
- Listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; demonstrates openness in sharing information and keeping people informed
- Diplomatic and a team-player, able to work towards compromise to achieve objectives
- Genuine interest in sustainability and finance
- Comfortable working with people from all levels of seniority across industry sectors

Your experience and qualifications:

- 3-5 years experience in project or event management
- University degree in business, communications, international relations, or a similar field
- Strong understanding of finance, sustainability, and sustainable finance is a distinct asset
- First-class written and spoken English. Fluent written and spoken French a strong advantage.
- Strong research ability
- Proficiency with technology including basic tech tools and online tools such as Canva, Mailchimp, SurveyMonkey, Stripe, or similar

- Strong ability to identify, summarize and succinctly communicate key information (orally and in writing)
- Experience working with both the public and private sectors or in stakeholder/community engagement would be an advantage
- Valid Work permit or right to obtain one in Switzerland

### **What We Offer**

- Remuneration in-line with industry standards.
- An exceptional opportunity to be involved at the heart of the sustainable finance and SDG finance ecosystem in Switzerland and internationally, and to learn about and to meet a broad range of players that are leaders in their field and determined to see the financial sector evolve towards maximizing impact towards achieving the SDGs.
- A unique opportunity to learn about the fast-evolving sector of sustainable finance.

### **To Apply**

Please complete the application and attach your CV in [this form](#) by February 3, 2023.