



## SFG Building Bridges Week 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 with the community to develop an interactive, engaging program of **over 50 events organized by over 100 partners**.

### Duties, Responsibilities and Output Expectations

Reporting directly to Sustainable Finance Geneva's Community Manager, the Building Bridges Week Coordinator will:

- Manage program development for Building Bridges Week. This includes working with key partners and stakeholders to create the program structure; running the Call for Events (crowd-sourcing) process with the community; selecting events to be included in the program; supporting event organizers in the planning process including responding to all questions and requests; and executing the event.
- Assist the event management company in defining key event logistics including room set ups, technology, and registration.
- Prepare and deliver clear guidance and information for event organizers in written and webinar formats.
- Liaise with the Communications Team to put information about the Week 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 content is properly integrated into the Week. Assist in planning sponsor events, including events during the Week and pre-event webinars and momentum building activities.
- Support Sustainable Finance Geneva's Community Manager to activate the Building Bridges Community and support them in developing unique and interactive event formats, sharing speakers and networks, and in collaborating with each other.
- Plan networking events for Building Bridges Week participants.
- Provide inputs for the overall Building Bridges budgeting process.
- Be the key on-site point person during Building Bridges for events during the Week.

### **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
- First-class written and spoken English. Fluent written and spoken French a strong advantage.
- Proficiency with technology including basic tech tools and online tools such as Canva, Mailchimp, SurveyMonkey, Stripe, or similar.
- Community building/management is a distinct asset

- 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 2, 2023.