

International Blue Cross (IBC)

IBC seeks for a committed professional who wants to work within a Christian value-based organisation from September or by agreement.

Communication and Fundraising Assistant 20-30%

Organisation overview

[International Blue Cross \(IBC\)](#) is a politically and denominational independent non-governmental umbrella organisation that brings together 37 national Christian value-based organisations in Africa, Asia, Europe and Latin America. IBC and its members work with some of the most excluded and vulnerable people in the world. IBC is a specialist in tackling alcohol and other drug-related social and development issues through prevention, treatment and aftercare programmes.

In addition to implementing international development and cooperation programmes, IBC is involved in alcohol policy lobbying and has consultative status at the UN ECOSOC. The international team coordinates projects and advises our national partner organisations worldwide in the implementation and financing of the projects. IBC is ZEWO certified and a member of the Community of Cooperation [KoGe](#) and [INTERACTION](#).

Job description

As a **Communication and Fundraising Assistant** you are based in Bern with responsibility to assist the multi-national secretariat team by dealing with the tasks that need to be done at Bern office. These include:

Communications and Fundraising Work

- Facilitate churches fundraising for International Blue Cross
- Assist fundraising and project processes and tasks in cooperation with other staff members and volunteers
- Assisting and contributing to content creation for social media and webpage especially storytelling from the field.
- Drafting and developing project documents, fundraising and public relations materials such as project descriptions, annual reports, regular project reports, program sheets, donation letters
- Facilitate an online youth forum (approx. every 3–4 months)
- Verbal communication: Answer telephone, make phone calls to prospect donors and communicate with partners and members as appropriate, Zoom and other on-line interaction
- Written communication: Assist the team at writing texts on newsletters, project reports, funding application, donor reports, calls for donation, and other IBC publications.
- Support Programme Officers at project reporting and communication

Administrative support:

- Assist Finance Officer at financial record keeping
- Support Administrator in travel organization for international meetings
- Correspondence: Filing (box and bexio), maintaining address lists, mailings etc.

- Support secretarial work (translations, office mail, office materials etc.)

Representation:

- Occasionally represent IBC in meetings and meet with churches and other donors as appropriate.
- Support the secretariat team through the collaboration with institutional partners and other organisations to find new funding opportunities
- Occasional international travel (max. 3-5 travel days/year or as agreed)

Other:

- Carries out any other tasks as required for the smooth running of IBC

Job requirements

- Fluency in German with very good knowledge of English and some knowledge of French. Any other language as additional asset
- Very good knowledge of using Microsoft Office: Excel, Word, on-line communication, knowledge of InDesign is a great advantage
- Excellent communication, social and networking skills
- Honest and trustworthy, precise and organized
- Commitment to work within Christian value-based organisation
- Driven to working within an environment where we support capacity building of partners in order to assist vulnerable people and to work with the issue of alcohol and other drugs
- Team spirit, commitment, and flexibility.
- Capable of working in a multi-cultural environment.
- Must have a valid permit to work in Switzerland (no sponsorship needed)

We offer among other things:

- Interesting and varied activities in an international environment with many opportunities to be proactive
- A motivated and committed team
- Flexibility in work arrangements

The closing date for applications is 23rd June, with interviews scheduled for 3rd and 7th July. We would like to do the induction to the position during 2–3 days in August if possible.

Please send your CV with a motivation letter and references to office@internationalbluecross.org

Our office is located at International Blue Cross, Lindenrain 5a, 3012 Bern, Switzerland

