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The team in the international office in St-Prex, is looking for a staff or volunteer who will give some of their time and expertise as a

Web Administrator

10 - 20%

The position:

The purpose of this position is to ensure an attractive, relevant and fully functional website at all times in 12+ languages. In this you communicate directly with translators and proofreaders. You ensure weekly updates, including, the blog, articles, events, sign-up and job opportunities, shop, videos and the donation site. You propose and implement innovative and creative updates where appropriate.

Profil:

You are passionate about content and design. You are a qualified and/or experienced Web Administrator. You love to take initiative, you are creative, reliable and meticulous. As a Web Administrator you work independently yet are part of a team. This position can be filled by a student, an intern, a professional or a retired Webmaster. You speak English and ideally other languages.

Work location:

St-Prex, Switzerland, home office

Start date:

January 2024

We offer:

You are part of a motivated team, work in a very pleasant working atmosphere, have the opportunity to design your own scope of work and to contribute and implement your own creative ideas. You have the opportunity to work independently and responsibly. We offer flexible working hours.

Interested?

If yes, then please send your application electronically to Barbara Allan ballan@jc2033.world.