Wikimedia CH is a not-for-profit association, the Swiss chapter of the international Wikimedia Movement. It promotes free knowledge, in particular through the Wikipedia encyclopedia and other associated projects. As a grassroots organisation, it currently employs ten people (not full-time) and works with a community of members and volunteers. In order to fill a vacancy from February 2022 onwards, we are currently recruiting a:

Junior Project Manager *Galleries, Libraries, Archives, Museums (***GLAM)**
80-100%

The Junior Project Manager will assist and support the GLAM Programme and Partnership Manager concerning the collaboration and implementation of projects for Cultural Institutions in Switzerland. In this newly created position, your role will be to engage in operational activities and manage smaller projects from the definition phase to realisation.

YOUR RESPONSIBILITIES

Responsibilities:

- Develop a deep understanding of the Wikimedia movement, our strategy, programme, projects and work, as well as the GLAM area in Switzerland.
- Support the GLAM Programme and Partnership Manager in operational activities, initiatives, global projects and campaigns.
- Closely collaborate with the GLAM Programme and Partnership Manager and assist in implementing the new GLAM strategy under her supervision.
- Perform research in the area of trends, technology, policies and free licenses in the cultural sector.
- Organise, participate and follow-up on meetings with Wikimedia CH's GLAM partner network.
- Represent the GLAM Programme and Partnership Manager at physical meetings and events, when requested across Switzerland and/or abroad.
- Manage project related enquires in the area of GLAM.
- Take operational responsibility concerning projects in Switzerland and across the border
- Deliver content, input and feedback related to the GLAM landscape in Switzerland.
- Supervise different tasks in the quest of completing a project and ensure requirements and timelines are met.
- Responsibility for the flow of information from the project owner to the team, ensuring that every team member is given the opportunity to make suggestions and give feedback.
- Plan, execute, supervise, document and report on assigned projects.
- Organise and implement Wikimedia related events in collaboration with Cultural Institutions, the volunteer community and like-minded organisations.

Mandatory Job-related skills/competencies:

- Fluent in (Swiss) German (at least C1), English (at least C1) and French (at least C1); nice to have: Italian (B1/B2)
- Availability for regular travel within Switzerland
- Willingness to work on flexible work schedules (also sometimes evenings and weekends), due to the nature of Wikimedia CH's work.
- Strong writing skills in the relevant languages (clarity, focussed, expression, results-oriented), 3 years +
- A bachelor's degree in business administration, culture management or equivalent
- Minimum of 2 years of professional experience in project management
- Expertise in project implementation (meeting high quality expectations of supervisor and stakeholders)
- Excellent analytical skills and proficiency in solving problems related to projects
- Hands-on personality: demonstrated capacity to get things done in a flexible environment
- Multicultural and virtual experience (knowledge of the NGO sector is an advantage)
- Knowledge of standard communication and Office tools and measures (online and offline)
- Ability to understand project requirements, and the overall activities of WMCH
- Proven ability to work in a virtual environment in an autonomous manner
- Proficient with measuring impact and reaching goals
- Ability to meet deadlines
- Ability to inform partners, team members and volunteers with different backgrounds and levels of involvement accordingly

People skills/competencies:

- Ability to follow directions and respect decisions from the hierarchy
- Strong intercultural competence and a "can do" attitude
- Approachable, and able to build trust with partners, volunteers and staff
- Self-starter with an excellent capacity to organise him/herself
- Self-driven, pro-active, and results-oriented
- A "thick skin" and effective conflict management skills
- Flexibility and willingness to learn and to evolve
- Strong online collaboration skills
- Excellent understanding of technology (IT, wiki, CRM)
- Excellent relation management and building skills

- Active listener and empathic personality to excel at understanding the perspectives of others and bridging the gap between different opinions
- An understanding of free knowledge with a strong commitment to this value

Contract details:

- **ASAP, February 2022 at the latest**
- We offer a position in a modern not-for-profit setting, inside a high-profile association with interesting and varied tasks and the possibility of development. Being a **virtual organisation** without a physical office, the candidate will be **home-based**, frequently travelling across Switzerland. Any location in Switzerland would be possible.
- Starting salary competitive with early career NGO standards.
- The contract is foreseen for 80-100%
- The contract is initially limited to one year with a possibility of extension depending on results
- The position reports to - closely works with - the GLAM Programme and Partnership Manager

Applications:

Closing date for applications is set to **December 31, 2021** and applications should be addressed electronically to **debora.lopomo@wikimedia.ch** including your CV and a cover letter. Please **do not** attach certificates or indicate references at this point!

Please only apply if you write/speak the required languages at least at C1 level!