



Wikimedia CH is a not-for-profit association, the Swiss chapter of the international Wikimedia Movement. Wikimedia is bringing people together with the aim of disseminating free knowledge for a smart and open society, through the Wikipedia encyclopaedia and other associated projects. We are a collaborative and accountable association representing the interests of our multilingual wiki-communities in Switzerland.

As a grassroots organisation, with each team member's empowerment through an agile structure and mindful environment at its heart, Wikimedia CH currently employs fifteen people part-time and works with an engaged community of members and volunteers.

We are now seeking **two dynamic individuals**, who share our vision, to join our team as:

Community Managers, 60-80%

The positions will play a critical role in implementing and carrying the new Wikimedia CH Community Strategy, which lies particular focus on community management, health & retention as well as volunteer recruitment and empowerment. Reporting to the Community Team Lead, the Community Managers are expected to be deployed flexibly to service the different linguistic regions of Switzerland.

In this exciting role, you will become part of an agile, mindful organisation which adheres to holocratic principles and where you will be working in a collaborative and accountable environment that values and respects each team member's contribution.

If you fluently speak and write English and (Swiss) German, as well as Italian or French, are passionate about volunteers and community management and already have some experience, then we would love to hear from you!

Your responsibilities:

- Volunteer Recruitment and Empowerment
- Monitoring and Support of Community Health/Retention
- International Coordination and Engagement
- Event and Campaign Planning and Execution
- Training and Development of Volunteer Capacities
- Metrics and Reporting
- Partnership Development
- Cross-Functional Collaboration with other Wikimedia CH Programmes

Requirements:

- Language skills: C1 in English, (Swiss) German and Italian or French.
- Ability to work on flexible schedules, including evenings and weekends, to accommodate the nature of wiki-community work.
- Availability for regular (day) trips within Switzerland.
- Ability and willingness to working collaboratively with other people and/or programmes within the organisation and outside to achieve common goals and objectives.
- Ideal: Experience in the wiki world and/or with wiki projects.

Experience:

- Demonstrated ability to recruit and engage volunteers effectively, empowering them to contribute to organizational goals.
- Record of accomplishment in implementing strategies for fostering a positive and inclusive community environment.
- Proven expertise in community/volunteer management, including facilitating discussions, resolving conflicts, and fostering collaboration among stakeholders.
- Strong coordination and engagement skills with international communities, including understanding cultural nuances and building relationships across linguistic regions.
- Experience in planning, organizing, and executing events and campaigns for community/volunteer engagement.
- Ability to develop and deliver training programs to enhance volunteer capacities.
- Familiarity with data collection and analysis to measure initiative effectiveness, with the capability to report key metrics and insights to stakeholders.
- Networking and partnership-building skills, including identifying and cultivating relationships with external organizations and stakeholders.

People skills/competencies:

- Strong intercultural competence and a “can do” attitude
- Pro-active, and results-oriented with an excellent capacity to organise him/herself
- Strong online collaboration skills
- Good understanding of technology (IT, wiki, ...)
- Resilience and effective conflict/crisis management skills
- An understanding of free knowledge with a commitment to this value and the mission of Wikimedia

Contract details:

- Start May 2024 or by agreement
- We offer these exciting positions 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 and sometimes abroad. Any language region in Switzerland is possible – ideally in proximity of the French-German or Italian-German language border.
- Starting salary 13 months, from 73'000 CHF for a 100% position
- Attractive pension fund and benefits

Applications:

Applications will be reviewed and processed upon receipt. Applications should be addressed electronically to maurus.achermann@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. Only candidates with a valid permit to work in Switzerland will be considered.