



We in the climate protection movement MYBLUEPLANET are looking for a

«Volunteer Hub Manager»

You are passionate about climate protection. You want to take climate actions. You want to inspire others to take climate actions. You are organized self-starter. Then maybe you are our new Hub Manager?

Your area of responsibility

- Support the Regional Director in establishing the Romandie Hub
- Organise, coordinate / facilitate team meetings
- Manage the Hub's SharePoint site
- Support volunteer recruitment

You bring

- Experience of administration
- Motivation and enthusiasm for climate actions
- Proficiency of MS Office; experience of "Sharepoint" an advantage
- Attention to detail
- French mother tongue with strong German and proficient English.

We offer you

- Opportunity to show case your skills and bring your own ideas
- Highly motivated colleagues with different backgrounds
- You can name us as a reference (depending on regular engagement)
- Flexible working hours

Your application:

Please send your complete electronic application with the title "Volunteer Hub Manager" to devendra.rana@myblueplanet.ch.

If you have any questions, feel free to contact the same e-mail address.