



Internship Ashoka Switzerland

About Ashoka

Ashoka is on an audacious mission – to create a world where everyone is a changemaker i.e. a world where everyone has the agency and skills to make a positive change in their families or communities. It is only in such a world where the solutions will outrun our social problems. Ashoka is the largest global network of leading social entrepreneurs - men and women with system changing solutions for the world's most important social challenges. Since 1981, Ashoka has elected 3800+ innovative social entrepreneurs as Ashoka Fellows, providing them with professional and financial support as well as access to a global network of peers and relevant actors in more than 90 countries. Together with them, Ashoka develops new models for collaboration and co-creates ecosystems needed to advance the field of social entrepreneurship and the citizen sector. For more information on Ashoka please visit www.ashoka.org

About the role

Ashoka Switzerland is looking for a dynamic and enthusiastic intern to join its team, a person with a **proven commitment to social change and a solid understanding of social innovation**. The intern will contribute to further **develop Ashoka's programs and partnerships in Switzerland and worldwide**, and **handle the team's external communication and events**.

The successful candidate will have strong organizational, time management and multitasking skills, and will be self-motivated as well as a strong team player. This is a great opportunity to experience working in the not-for-profit / social entrepreneurship sector and take on considerable responsibilities.

Responsibilities

Support to partnership development (50%)

- Conduct desk research
- Contribute to writing proposals for new partnerships
- Manage contacts database

Support to project management (Funding System Change) (30%)

- Support project management of Funding Systems Change initiative, e.g. coordination, team support, events organization, support to communication.

Communication (10%)

- Manage Ashoka Switzerland's website: audience and outreach analytics, support with content calendar and production, copywriting, storytelling and editing.
- Oversee the social media calendar on Facebook and LinkedIn
- Draft and coordinate quarterly newsletters for Ashoka's community as well as the external circle of subscribers.

Event Management (10%)

- Manage guest lists and invitations
- Coordinate logistics of events
- Prepare material for events: invitation, reminder, possible visuals, and others

Required skills and experience

- Strong **interest** in and good understanding of **social entrepreneurship** / social innovation / philanthropy
- Must qualify for an **internship** with a signed convention from a university
- Highly **organized** and detail-oriented
- Excellent **time management** and **multitasking skills**. Experience in project management is a plus
- Able to work on **own initiative** and under minimal supervision as well as in international teams
- Strong **relationship skills**: ability to interact clearly and efficiently with diverse audiences including high-level executives from the business and the social sector in different countries
- Strong **writing skills**
- Proficient with **Office Suite** (Word, Excel, PowerPoint)
- Proficient in **English**, and fluent in French and/or German
- Motivation and enthusiasm!

Personal qualities

Ashoka has a rigorous screening process for hiring staff at all career stages. All applicants for all positions must possess the following qualities along with the appropriate degree of experience:

- **Entrepreneurship/Intrapreneurship**: compelled to take creative initiative and ownership
- **Emotional and social intelligence**: ability to work efficiently and respectfully in teams, putting organizational/team goal first (personal glory second).
- **Ethical fibre**: exceptionally strong ethical behaviour, self-reflectiveness, and strong empathy skills, trustworthy.
- **Self-definition**: the candidate expects that changing the world in big ways and on a continental scale is what he/she will do in life.

General information

Reports to: Ashoka Switzerland Director

Contract type: Internship in the context of studies

Time commitment: full time, 6-12 months internship

Location: Geneva (home office with frequent presence in Geneva possible)

Start date: 1st February

Please note that you must be eligible to work in Switzerland to apply for this job

How to apply?

Applications (CV + cover letter) should be sent through the JobVite link