

## Switzerland for UNHCR hires a Content Producer

**Contract Type:** 80 -100% - permanent position

**Place of work:** Geneva – other locations in Switzerland can be considered

**Starting date:** As soon as possible

### About Switzerland for UNHCR, the Swiss Foundation for UNHCR

UNHCR, the United Nations Refugee Agency, is a global organization dedicated to saving lives, protecting the rights of refugees and building a better future for the millions of people forced to flee their homes.

Since 1950, UNHCR has responded to multiple crises on different continents and has provided vital assistance to refugees, asylum-seekers, internally displaced and stateless people, many of whom have nowhere else to turn. Its work was aimed at ensuring their rights, protection and assistance, preserving their dignity and well-being.

**Switzerland for UNHCR** (CH4U), is the UN Refugee Agency's national partner for Switzerland. We support UNHCR's mission by mobilizing essential resources and raising awareness on behalf of those who are forced to flee.

To allow UNHCR to protect forcibly displaced populations, the Foundation needs the support of the Swiss people. Every Franc donated is spent in a responsible and transparent manner, and donations are tax exempt.

Switzerland for UNHCR also carries out awareness and advocacy initiatives to draw the general public's attention to the challenges faced by people forced to flee around the world, and to what UNHCR does to protect them.

**The Foundation is currently looking for a Content Producer to join the Communications & Innovation Team.**

### ROLE

Within a growing team, this position reports and is under the responsibility of the Head of Communications and Innovation.

The Content Producer is in charge of producing and curating a diverse range of assets including video, photography, graphics, audio and other multimedia in support of Switzerland for UNHCR's objectives and activities.

She / he plays an important role in reaching to new audiences, inspire increased support, and deepen CH4U's relationship with supporters and donors.

## MAIN RESPONSIBILITIES

The Content Producer will take the following responsibilities:

### Content Production :

- Collaborate with other units to develop audiovisual assets that supports and enhances communication and fundraising strategies;
- Produce compelling stories for a range of offline and online platforms that inspire our target audiences to support and share Switzerland for UNHCR's objectives and activities, sometimes on very short notice (humanitarian emergencies);
- Source and gather content to support our communication and fundraising activities including strategically drawing from UNHCR's global content pipeline as well as content-gathering missions and other sources (other National Partners for example);
- Create visually appealing graphics, illustrations, infographics, and other multimedia content for social media, website, newsletters, presentations, reports, and campaigns;
- Work collaboratively with other teams to produce and/or adapt content;
- Design communications materials such as brochures, flyers, posters, and promotional materials;
- Ensure all visual content maintains brand consistency and adheres to CH4U brand guideline;
- Support the organization in developing creative concepts and content across channels;
- Stay abreast of communication trends and activities (including competitor organizations' channels), and identify new ways and opportunities to tell captivating stories;
- Lead production efforts with external agency.

### Content Production Training and Support :

- Set up effective internal practices for storytelling, graphic design, multimedia production, distribution and archiving;
- Coordinate audiovisual production during events and webinars when relevant;
- Collaborate and support other units across the organization to deliver on campaign, fundraising and storytelling objectives.

## PROFILE

The ideal candidate is a versatile and hands-on individual with a proven experience in content production and a strong alignment with our humanitarian values, as well as a genuine interest for the humanitarian sector.

### Key competencies

- 3 - 5 years' relevant work experience
- Experience working for an International non-for-profit agency / organization is considered a strong asset
- At least 3 years producing creative content for a variety of online and offline communication channels
- Graduate degree or CFC / professional maturity with equivalent in experience to reach graduate level
- Strong knowledge of standard creative production tooling :e.g. Adobe suite (PremierePro, InDesign, Photoshop), Canva, Capcut, etc. and know when to use each
- Understanding of photo and video archiving systems, including cataloguing and keywording.
- Knowledge of copyright and licensing
- A respect for and willingness to learn about different cultures, languages and customs of target audiences
- Deep familiarity with Internet culture and trends along with active participation in numerous social media platforms.
- Ability to use initiative, prioritize, multi-task, and work well under pressure to meet deadlines
- Clear and systematic thinking that demonstrates strong judgment and problem-solving competencies
- Very good analytical skills
- Well-organized and structured with high attention to details and process oriented

- Ability to supervise at a smaller level
- Ability to manage middle sized projects with budget management under supervision
- Very good written and oral communication and interpersonal skills in a fast-paced multicultural and multilingual environment
- Good capacity to work autonomously as well as a team player
- Ability to interact with internal and external stakeholders
- Knowledge, interest and a strong commitment for the work and mission of UNHCR and the refugee cause
- Excellent command of English and French, German a strong asset
- Excellent computer skills and knowledge of MS Office applications

Interested candidates can send their cover letter and CV to the Swiss Foundation by email to [careers@unrefugees.ch](mailto:careers@unrefugees.ch), until **3 March 2024**, mentioning the reference: **Content Producer**.

**Easy Apply job applications will not be considered.**

Only selected candidates will be contacted. The Foundation is an equal opportunity employer and proud to make diversity a strength.