

The [Swiss Association for Gender Studies](#) is recruiting

a secretary (20%)

Tasks:

- Contact person for the association
- Support to the presidency
- Responsible for the management of the members
- Organization of the meetings of the society's board of directors, the editorial board of the Gender Issues series (Seismo) and the annual meeting of members
- Taking of minutes
- Administrative and scientific support to the different projects of the society (i.e. the Brigitte Schnegg Prize)
- Co-management of the external communication of the society:
- Participation in the maintenance of the website and social media accounts
- Co-writing and mailing of the SSEG-SGGF Bulletin
- Co-production and mailing of flyers
- Participation in fundraising

Requirements:

- MA or PhD-Student
- Very good administrative and communication skills (project management)
- Familiarity with gender studies
- Fluent in English. Good knowledge of French and German
- Willingness to work flexible hours and autonomously
- Asset: former work experience with/in associations and familiarity with the way associations function
- Work place is Neuchâtel. The secretary is required to spend some time for meetings at UNINE. For the most part work can be done remotely

The salary and working conditions are in accordance with the regulations of the University of Neuchâtel.

The preferred start date is **as soon as possible**.

Applications (CV and motivation letter) should be submitted at info@genregeschlecht.ch.
For additional information about the position please contact the president of the Society:
janine.dahinden@unine.ch.