



## **Operations & Project Manager**

The Consulate General of Switzerland in Chicago is seeking a qualified candidate for a permanent full-time position as Operations & Project Manager beginning in summer 2024 on a mutually determined date.

The Operations & Project Manager will manage operations and Public Diplomacy & Communication projects for the Consulate; plan and execute events, trips, and visits; represent the Consulate General with internal and external contacts; and perform additional tasks, in order to efficiently and effectively support and realize the activities of the small team.

### **Duties and Responsibilities:**

#### Operations

- Facilities - Coordinate vendors and matters related to the facilities: maintenance, renovations, and construction in cooperation with the Federal Office for Building and Logistics; IT infrastructure as System Administrator, in cooperation with the Federal Department of Foreign Affairs IT; electrical, plumbing, HVAC, safety & security; equipment, furniture, storage, archives, tools, and office supplies; and as required.
- Security – As Local Operating Manager/ Security Officer; maintain and update protocols for safety documents, security, and crisis management in cooperation with the Head of Post; schedule and execute annual training.
- Accounting - Conduct accounting of representation and travel expenditures, bills, and payments, in cooperation with the Directorate for Resources of the Federal Department of Foreign Affairs.
- Admin - Manage digital and paper filing of official records; update internal documents, mailing lists, phone lists, emergency contacts, and intranet; answer standard inquiries by phone and mail; receive visitors at reception; schedule meetings and maintain the agenda of the Head of Post.
- Human Resources - maintain documentation and holiday / time-off tracking for local staff.

#### Projects: Public Diplomacy & Communications

- Events & Travel - Coordinate official events and travel logistics; occasionally attend evening events.
- Communications - Write and upload content to the social media channels and the EDA website; create the digital events calendar and newsletter; assist in drafting and executing the communication strategy.
- Public Diplomacy - Manage special projects; liaise with partner institutions and represent the Consulate as directed; monitor cultural events; maintain communication with Swiss Embassy and representations in the US, and partners in Switzerland; track and complete required documentation for projects.
- Consular Tasks - Provide basic information to Swiss citizens and liaison between the Consulate General in Chicago and the consular sections of both the Embassy in Washington D.C. and the Consulate General in New York; perform additional duties as directed.

## Requirements:

- Swiss Citizenship preferred
- Permanent legal residency in the United States preferred
- College and/or university degree in a field of study relevant to the mission and a minimum of three years of professional experience in a similar role OR a combination of academic work and at least five years of professional experience in a similar role
- Fluency in at least one of the Swiss official languages (French, Italian, German, and Romansch), with a passive understanding of a second language
- Excellent communication skills (written and spoken) in English
- Complete familiarity with Microsoft Office, social media platforms, as well as database software
- Strong Interpersonal skills with a teamwork mentality geared toward achieving objectives and solving problems independently
- Highly motivated, proactive and eager and able to learn, discreet and highly trustworthy
- Excellent organizational skills with attention to detail
- Ability to work independently and multitask in a fast-moving environment
- Familiarity with Switzerland will be considered an important asset
- Must be able to occasionally work a flexible schedule
- Able to pass a background check
- Capable of lifting 40 lbs \*

## We Offer:

- Inviting, dynamic work atmosphere at an official Swiss representation
- Competitive salary and benefits package with a 401(k) plan, including but not limited to paid parental leave, and medical, dental, and vision insurance
- 4 weeks of paid vacation plus sick days
- American and some Swiss holidays

There is no relocation package for this position. No phone calls please.

## To Apply:

Please send your résumé and cover letter, including your salary expectations and, given the nature of this position, a list of your citizenship(s), in electronic format (PDF files) to: [chicago@eda.admin.ch](mailto:chicago@eda.admin.ch) **no later than February 29, 2024**. Please write “**Operations & Project Manager**” into the subject line to ensure timely processing of your application. Incomplete applications will not be considered.

\* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is regularly required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. Employee must frequently wash their hands and lift or move up to 40 pounds by themselves and 60 pounds with another person. Specific vision abilities required by this position include those required for reading, writing, and typing. The noise level in the work environment is usually moderate to high