

The International School of Zug and Luzern (ISZL) is a large non-profit, independent co-educational day school. It teaches children from preschool to Grade 12 in the international community of Central Switzerland. It has two campuses in Baar and Hünenberg, where 1,200 students from 67 countries study the International Baccalaureate and High School AP programmes. With around 320 employees, ISZL is one of the 25 largest employers in the Canton of Zug.

If you feel comfortable in an international environment and education is important to you, then this could be the right job for you.

For our campus in Hünenberg (Zug) the Advancement Department is looking immediately, or per agreement, for a motivated person to become our new

Community Engagement Coordinator (100%) English-speaking role

You will actively contribute to the success of the Community Engagement team and help to ensure that ISZL achieves long-term strategic goals. You will oversee our annual giving programme, the Fund for Excellence, which involves multiple stakeholders and a range of different activities. Taking care of our stakeholders is important to you, as is the smooth running of the stewardship programme and regular events. You are also highly motivated to look after our international alumni and further develop their strategic orientation.

What do we expect?

- Familiarity with planning and running campaigns and developing strategies for different target groups
- Someone who enjoys working with data and likes to deep dive into database work
- Exceptional organisational skills, deadline-oriented with the ability to prioritise competing tasks and work on multiple projects in a passionate team environment
- Excellent English-language communication skills, both written and verbal, and interpersonal skills
- A self-starter with a demonstrated ability to work in a team to achieve common goals
- High professional and ethical standards

What do we offer

- Flexibility
- An interesting variety of tasks which can be further developed
- A modern, dynamic and collaborative work environment with an English-speaking team
- A vibrant international staff community

If you wish to make the most of this opportunity, please send your application documents to Véronique Tremblay, Human Resources at employment@iszl.ch. Please note that job-sharing is an option but CVs need to be handed in together, with the job-sharing arrangement clearly stated.