

Swiss Cheer Association (SCA)

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www.swisscheer.ch

Job Advertisement

Secretary General

The Swiss Cheer Association (SCA) is a successful and dynamic sports association and is looking to fill the position of secretary general.

Description

To strengthen our team and association, we are looking for a committed secretary general who will take over the association's communication and administration and further develop internal and external structures and systems in consultation with the Executive Board. They will contribute their own ideas and work on smaller and larger projects.

Responsibilities

- improvement and development of internal and external structures and systems (registrations, member data...)
- ensuring information and communication flow (e-mails, documents, newsletters...)
- involvement in projects
- attending SCA meetings and taking minutes

Requirements

- 18 years of age
- completed initial education (apprenticeship or matura)
- independent and precise working method
- dependability
- knowledge of relevant systems (google, microsoft)
- good command of English (C1)

Parameters

employment location: remote

employment status: fee-based; ca. 5h/week (10%)

Send in all applications to president@swisscheer.ch until 30.09.2024.
