

## Open Position **Manager, Communication and Operations (50%)**

CEP is an international nonprofit nonpartisan economic policy think tank for sustainability with a focus on fiscal, monetary and trade policy. We formulate and promote economic policy solutions that strengthen individual opportunity, social cohesion and environmental stability.

Our work is driven by the conviction that changes to economic policies are vital for sustainability. Whether governments align fiscal policy with a sustainability agenda, whether central banks integrate social and environmental considerations into their decisions and whether trade agreements account for their effects on climate change, employment and public services has significant ramifications for people and the planet.

We engage on these issues through a portfolio of activities in close collaboration with partners, including central banks, international organizations and other think tanks, around the world. To expand and deepen our reach moving forward, we are seeking a new colleague to join us in our office in Zurich, Switzerland, as Manager, Communication and Operations (50%).

### Responsibilities

- Planning and overseeing our publications and events pipeline
- Writing and publishing our newsletter, managing and expanding our online presence
- Supporting team members with publications they write and events they host/attend
- Managing operations – including financials, data management and HR
- Writing grant reports and proposals
- Providing executive support to the team

### Profile

- Results-driven and diligent self-starter
- Strong writing and editing skills
- Master's degree in social sciences
- Minimum 2 years work experience in related fields
- Fluent in English (written and spoken). German is a plus
- Swiss citizen, EU/EFTA-national or holder of a Swiss work permit

To apply, please send us a motivation letter and CV to [getinvolved@cepweb.org](mailto:getinvolved@cepweb.org).

We look forward to hearing from you.