

The Swiss Digital Initiative aims to promote the responsible use of new technologies and to safeguard ethical standards in the digital world through concrete projects. It brings together academia, government, civil society and business to find solutions to strengthen trust in digital technologies and in the actors involved in ongoing digital transformation. The initiative has a global focus and is headquartered in Geneva, Switzerland. It was initiated by digitalswitzerland and Federal Councillor Ueli Maurer.

For our Geneva office, starting as soon as possible / by agreement, we are looking for a:

## **Junior Advisor (internship)**

### **80 - 100%, 6 months**

#### **We are looking for an enthusiastic, motivated and proactive doer and thinker:**

- Bachelor's and / or master's degree in Management, Business Administration, Political or Social Sciences or a similar field (Uni / FH)
- Fast learner who works independently
- Strong conceptual, problem-solving and analytical skills
- Strong can-do approach, dares to experiment with new ideas and thinks out-of-the-box
- Good communications and interpersonal skills, able to collaborate with different stakeholders at all levels
- First practical experiences in project management, workshop development and moderation
- Interest and knowledge of new technologies and its ethical implications
- English, French or German as native language, proficient in spoken and written English

#### **Your responsibilities will include:**

- As an intern, you will support the management in the diverse tasks and will have a very broad and exciting field of activity
- Project management support and coordination with our flagship project, the development of the Digital Trust Label
- Support in the fundraising activities
- Support and coordination of workshops in cooperation with partner organizations and other stakeholders
- Support in building the long-term structure and strategy for the initiative
- Research activities, professional support of our website and the newsletter

We offer you a flexible workplace in the heart of Geneva with the possibility to work remotely. From day one you can work independently, you will be able to further develop your skills and professional network, take on responsibility, contribute your individual strengths, master interesting challenges and support in building a new organization with a purposeful mission.

If you are interested in this position (paid), please send a copy of your CV, a letter of motivation including a brief statement of purpose describing what you expect from the internship to Niniane Paeffgen, Managing Director: [niniane@sdi-foundation.org](mailto:niniane@sdi-foundation.org). We look forward to receiving your application until July 26, 2020 (incoming applications will be considered on an ongoing basis, interviews start in week 31).