Academic Relations Project Manager in Rio de Janeiro

Tasks and Responsibilities
Reactivity and proactively work with the CEO of swissnex Brazil to accomplish tasks and respond to requests, mainly related to Academic Relations. This implies taking full ownership of the professional implementation of projects and events in those areas and contribute new ideas and initiatives to further swissnex’s unique mission and objectives. This includes:

- **Scientific Diplomacy:**
  - Maintain close relationships with stakeholders from Academia, principally Swiss Universities and Ministries of Education. Act as a local intelligence, providing a rich network of potential partners from multiple sectors to facilitate new partnerships and exchanges at the level of students, researchers and professors.
  - Represent Swiss Universities as ambassador at student fairs, educational conferences and respond to requests related to the Swiss educational landscape. Promote mandate partners and guarantee high visibility, attract top talent and convey their image of excellence.
  - Add to an active exchange between Switzerland and Brazil in the educational landscape, supporting internationalization strategies and opening new doors in Brazil.
  - Further strengthen and expand the Swiss Alumni Network in Brazil, in collaboration with the Embassy & Swiss Consulates.

- **Event Planning & Management:** leading and contributing to events and tailor-made academic programs / delegation visits.

- **Research:** on- and offline research on specific themes as requested by stakeholders

- **'Connecting the dots' & Networking:** act as a connector between people, projects and ideas

Detailed Overview of Tasks

Event Planning & Management:
- Conduct research, brainstorm and bring researchers, experts and thought-leaders together for swissnex signature events
- Independent planning and implementation of new collaboration programs in Academia
- Identify, contact and coach potential speakers / exhibitors / participants
- Assist with public relations and communication between partners, sponsors and other project partners
Logistics & Administration:
- Write funding applications and reports
- Update and maintain event project database
- Instruct intern about logistical organization, including setting up event venue, welcoming and registering guests

Research:
- Assist in conducting on- and offline research and write reports & blogs on given science, technology, education and innovation topics as defined in close collaboration with stakeholders
- Write annual reports for mandate partners documenting our activities

Connecting the dots' & Networking:
- Reactively and proactively promote collaboration between people and organizations in Switzerland and Brazil
- Occasionally attend events, conferences, meetings as a swissnex Brazil & Swiss Universities representative. Share contacts, trends and learnings with the swissnex team.

What we look for in a Candidate

General / Personality
- Outgoing, communicative; avid networker and connector
- Independent, self-motivated
- Hands-on, proactive; eager negotiator
- Visionary, creative, resourceful
- Passionate about Brazil & Academia
- Dedication to further Swiss excellence in science, education, innovation and art

Background / Experience
- Recent Bachelor’s or Master’s degree
- Proven experience planning and managing events and/or projects
- Fluency in Portuguese & English (spoken & written)
- Fluency in at least one (1) Swiss national language a plus
- International experience (in Brazil or Switzerland a plus)

Skills
- Proven organizational skills and ability to multi-task
- Ability to independently implement projects and lead teams
- Excellent people and communication skills (verbal and written)
- Attention to detail
- Solid time-management and ability to prioritize
- Web and social media savvy a plus
Important Information

- This is a 100% permanent position; ideal start date 15 January 2018
- The position requires flexible hours, incl. some travels, evenings and weekends
- Local entry level salary applies
- Preferably Swiss citizens with a valid Brazilian work permit, however not excluding other Swiss & Brazilian candidates

Interested Candidates:
Please send cover letter, CV, work references, salary expectation and availability to Sebastian Zumbühl: seb@swissnexbrazil.org