



OCTOBER 2021  
GEMINI Program Specialist

 JACOBS  
FOUNDATION

Our Promise to Youth





## About the Jacobs Foundation

Headquartered in Zurich, Switzerland, the Jacobs Foundation is one of the world's leading foundations in the field of child and youth development. Established by entrepreneur Klaus J. Jacobs and his family in 1989, we commit an average annual budget of CHF 55 million to support research and programs in the fields of learning and child and youth development.

For more than 30 years, we have devoted ourselves to promoting child and youth development all over the world. With the complex social changes taking place in the world today, education is becoming increasingly important for success in life. Through our activities, we identify important issues and societal needs in education and learning. Together with our partners we seek to find innovative ways to promote learning and child development, and to facilitate social change and lasting impact.

Our projects span a range of activities, including research on individual learning and education and technology, facilitating the sharing of best practices, collaborative efforts to eradicate child labour, research fellowships, and a major international conference.

## About 'Global Education Museum Initiative' (GEMINI)

The Jacobs Foundation will in 2022 launch the "Global Education Museum Initiative" (GEMINI), a global virtual network of museums that focus on learning and education. The initiative will build and maintain the infrastructure to amalgamate global perspectives, historic and current, on learning and education. Artistic representation of learning themes will be a key focus.

We are looking for a Program Specialist who is keen to contribute to the success of GEMINI, who has a service-oriented mindset and is excited to learn and development his/her professional skills. You will provide qualified support to our Program Managers "Education Program and Museum Events" and "Virtual Museum and Communication". The GEMINI Program Managers will each have responsibility for particular strands of activity in GEMINI. Co-leadership is integral to our ethos at the Jacobs Foundation. You can find out more about it [here](#).

## The Role

**Position:** GEMINI Program Specialist

**Location:** Zurich, Switzerland

**Salary:** Competitive with benefits

**Workload:** 60 – 80 %

### Key Responsibilities

- Content management of the GEMINI platform / website / database
- Planning, organization, and realization of museum events (virtual and on-site)
- Management of the museum's inventory
- General administrative support of the team
- Contribute approx. 20 - 30 % of the working time supporting the foundation's back-office team or one of the program portfolios

### Qualifications and Experience

- Bachelor's degree in social sciences or humanities, or completed commercial apprenticeship with a vocational baccalaureate
- Proficient with Microsoft Office applications and experienced in web design, content management, social media, and database management
- Good written and verbal communication skills with fluency in English and German, other languages are an asset
- Strong team player with excellent interpersonal skills, cultural awareness, organizational talent, and service orientation
- Highly motivated and engaged personality with a reliable, pragmatic, and flexible working attitude



## What the Jacobs Foundation offers

- A dynamic, international, and highly supportive working environment
- Opportunity to make a high impact contribution to the Foundation, through supporting the development and implementation of GEMINI
- A competitive salary and attractive employment conditions, including six weeks of annual leave
- Working as part of a small, cohesive team in a beautifully located historic building in our Zurich office





## How to Apply

Before applying, please check that you can answer yes to all the following questions:

- Do you have experience in organizing events?
- Do you have expertise in content management?
- The Jacobs Foundation invites international applicants. However, a valid working permit in Switzerland will be required.

If you can answer yes to all the above questions, then please proceed to [click here](#) and complete our online application form, and submit your CV and cover letter.

Please provide a CV and cover letter in two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

### Timeline

Closing Date: 31 October 2021

### Selection process

All candidates will receive an update regarding their application after the closing date.

### Equality Statement

The Jacobs Foundation is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation or preference, gender identity, national origin, disability status, age or any other characteristic protected by law.



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