

Specialist, Communications and Online Media

Place of work:	Basel, Switzerland
Employment rate:	40–50%
Start date:	As soon as possible
Contract type:	One year with the possibility of renewal
Other:	Must be eligible to work in Switzerland

Basel Institute on Governance

The Basel Institute on Governance is a hands-on centre of competence dedicated to promoting good governance and countering corruption for a more peaceful, just and sustainable world. Established in 2003 in Basel, Switzerland, the Institute works with partners worldwide to advance knowledge, practice and policy on anti-corruption, asset recovery and business integrity. With field operations worldwide, it has some 150 staff covering 32 nationalities. The Basel Institute is an Associated Institute of the University of Basel.

Job description

The Specialist, Communications and Online Media will support the Basel Institute's communications efforts by creating compelling content, managing community engagement across digital platforms and providing technical support for digital outreach. The role is ideal for a proactive communicator with a flair for visual storytelling, attention to detail and ideally a strong interest in anti-corruption, financial crime, development or governance issues.

Key responsibilities

Online media and community engagement

- Maintain and enhance the Basel Institute's presence on key online channels, including social media (LinkedIn, Facebook, YouTube, WhatsApp) and newsletters.
- Develop and implement strategies to increase visibility and audience engagement, including exploring new social media platforms, creative formats and paid promotion.
- Create, schedule and publish engaging content tailored to target audiences, aligned with the Basel Institute's messaging and style.
- Monitor, analyse and report on the performance of digital channels and campaigns using analytics tools, and recommend improvements based on insights.

- Assist in media outreach efforts related to specific campaigns or announcements.

Visual and multimedia content creation

- Produce simple graphics, animations and short videos to explain and promote the Institute's work and publications, in collaboration with subject-matter experts and the visual design function.
- Edit, caption and publish videos from webinars, interviews and other events; prepare summaries and share on relevant platforms.

Other web and communications support

- Assist with content updates and maintenance of Institute-run websites, including drafting and publishing news items, blogs and event summaries.
- Edit, publish and disseminate job advertisements and profiles of new staff.
- Support the organisation and promotion of the Basel Institute's events and courses.
- Contribute to internal communications by compiling regular staff bulletins and arranging internal lunchtime seminars.

Qualifications and skills

The most important qualifications for this role are a hands-on, can-do approach plus a mix of creative, technical and interpersonal skills. In addition, we are looking for:

- A university degree or equivalent qualification in communications, journalism, digital media, international relations or a related field.
- Two to five years of experience in a similar role, ideally in an international or non-profit context.
- Strong writing and editing skills, with attention to detail and an ability to write accessibly for global audiences of both specialists and generalists.
- Proficiency with digital tools including graphic design and video editing software (e.g. Canva, Camtasia, Adobe Creative Suite); newsletter platforms (e.g. Mailchimp) and basic HTML.
- Experience using website and social media analytics tools and in setting up campaigns.
- Creative mindset with an interest in storytelling and visualisation.
- Ability to manage multiple projects, meet deadlines and respond flexibly to changing needs.
- Interest in anti-corruption, governance or wider financial crime issues is a plus.
- Fluent English required; other languages (especially Spanish) are an asset.

Offer

We offer an interesting and rewarding working environment with a proactive, dynamic and international team spirit. The work is both routine and varied, and offers scope for initiative and innovation. The salary is competitive.

Application

Please submit your application at your earliest convenience, but no later than **4 August 2025**, using the following link: <https://intranet.basel.institute/job/apply/55>. Applications will be reviewed on a rolling basis.

For further information about this position, please contact **Monica Guy**, monica.guy@baselgovernance.org.

***** Why work with us? Watch this [video](#) to find out more. *****

Equal opportunity employer

The Basel Institute is an equal opportunity employer. It does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need. We have been positively evaluated by the Swiss Federal Administration to gender pay equality.