

INTERNSHIP OPPORTUNITY

At FONGIT - The Innovation Platform, we support entrepreneurs with the expertise, resources and financing they need to transform innovative ideas into sustainable Swiss companies. Established in 1991, we are a private, non-profit foundation supported by the State of Geneva. Our mission is to de-risk the entrepreneurial journey, transforming innovation into economic and social value.

We currently support 170+ Swiss startups that are active in ICT, Advanced Engineering, and Life Sciences. Our supported startups have raised \$900+M in financing. Supported startups benefit from: targeted coaching, workshops, hosting, admin, legal, governance and financial support. We also connect them with a vibrant community of innovators.

We are currently looking for a new team member to strengthen our marketing, communication, and events department for a **six-month paid internship starting in June 2024**.

Position: Marketing, Communication & Event Coordinator (6-month paid internship)

Your Responsibilities:

- **Marketing and Communication**

- Promote FONGIT and our supported startups on social media, in monthly newsletters, and in professional communications
- Find and share content to share across multiple social media channels
- Active management of social media pages (responding to messages, commenting, tagging, etc.)
- Write original content to share on social media, website, etc.
- Administrative support including responding to written inquiries and occasional support for the reception desk team

- **Community & Events Management**

- Organize and coordinate external events, such as Café-Croissant, FONGIT-Force, FONGIT-Life and other networking events at our HQ in Plan-les-Ouates, at Campus Biotech and at our partner organizations
- Network and liaise with partners in the planning of events, welcome guests to live events, follow up after events with written messages
- Represent FONGIT at external events
- Plan regular spontaneous office events and help coordinate larger, informal events for the FONGIT community

Your Profile:

- Fluent in English and French with excellent written and oral communication skills
- Must be enrolled in a study programme in Switzerland for the entire 6-month duration of the internship (**a “convention de stage” is obligatory**)
- Experience in Marketing, Communications and Event Photography preferred
- Able to energize and motivate others, extroverted, energetic “people person” with high customer focus
- Networker, self-starter, who can manage their time well, while being a team player
- Action-oriented, able to bootstrap projects and create value by quick wins

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Fondation Genevoise
pour l'Innovation Technologique

- Hands-on and able to help set up and run events (from writing and sending out the invitations, to moving chairs, and bringing people to the event)
- Basic IT skills - social media, graphic design (Canva), basic video editing is a plus
- Affinity for startup culture and the local Geneva community

Interested in joining our team and getting an immersive experience in Swiss startup culture? Send us your complete application (cover letter and CV) to careers@fongit.ch. Applications will be accepted until the position is filled. While we appreciate all applications, we're able to reply only to applicants invited to an interview.

FONGIT

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