

Event Manager 40% (Internship or volunteer)

Your Mission

Are you passionate about creating experiences that inspire, connect, and leave a lasting impact? Do you want to contribute your skills to a project with global reach and meaningful purpose?

Join **JC2033** and become a driving force behind our local and international gatherings.

As Event Manager, you will play a strategic role in designing, planning, and coordinating our flagship events. Your mission: ensure seamless, inspiring, and memorable experiences that reflect JC2033's vision and values.

Key Responsibilities

You will oversee the planning and execution of major JC2033 events, including events in Switzerland and / or abroad:

Examples of yearly events in Switzerland:

- Easter Events
- *La Course de la Cathé*
- Annual General Assembly AG
- Leaders' Gathering
- BBQ Volunteers
- Annual gathering of friends and supporters of JC2033 International
- Global Gathering in Geneva

Examples abroad:

- Support 3 - 4 national and regional gatherings as needed

In this role, you will:

- Define event concepts, objectives, and operational plans
- Develop and manage budgets in coordination with leadership
- Coordinate event communications with the marketing team
- Oversee logistics (venues, suppliers, registrations, travel, equipment)
- Manage relationships with speakers, partners, and vendors
- Anticipate risks and address unforeseen challenges professionally
- Ensure a high-quality, consistent participant experience aligned with JC2033 values

You will work closely with an engaged international team and collaborate with partners from diverse cultural backgrounds.

Your Profile

- Studies or proven experience in event management
 - Strong organizational skills, structured, able to manage multiple projects simultaneously
 - Excellent prioritization and problem-solving abilities
 - Outstanding written and verbal communication skills
 - Team-oriented while highly autonomous and proactive
 - Fluent in French and English (Spanish is a plus)
 - Comfortable working in an international context and available for occasional travel
 - Committed to JC2033's vision and values
 - a valid work permit or are swiss or of european nationality
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What We Offer

- A meaningful mission within a global, values-driven movement
 - A collaborative, dynamic, and supportive team environment
 - Significant autonomy and tangible responsibilities
 - The opportunity to design events with a strong human and spiritual impact
 - A culturally rich and rewarding international experience
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Position: Event Manager (Internship or volunteer position)

Commitment: 40%

Workload Flexibility: Approximately 20% throughout the year; up to 50% in the month preceding major events

Start date: August 26 or by agreement

Location: St-Prex, Switzerland, for the first 3 months, then partial remote work possible

Interested?

Please send your resume and letter of motivation to Barbara Allan: ballan@jc2033.world