



PeaceWomen Across the Globe is an internationally active feminist peace organisation based in Bern. We network women in countries and regions affected by war and conflict and support them in demanding their rights, helping to shape peace processes and thus create a more peaceful world. We are committed to sustainable and visible peace work by women.

From fall 2025 we are looking for an

Office Manager - Focus Office/HR/IT, 70 - 80%

Your responsibilities:

- Human resources: Recruitment, employment contracts, personnel insurance, time recording
- IT: Power user and support team, procurement of hardware and software
- Secretariat: telephone, mail, general calendar and emails, communication with and taking minutes at meetings of the Board and General Assembly
- Office and infrastructure: rent, repairs, purchases
- Events/webinars and trips: organisation, logistics
- Support team: creation of templates, PowerPoint presentations etc.
- Donation administration: Cura donation database, thank-you letters, donation receipts
- ZEWO (seal of approval): Creation and updating of internal regulations, optimisation and documentation of processes in accordance with ZEWO specifications
- Finances: Payments, assistance with budget preparation

You will work in a team of 10 people and share the office management with the Office Manager - Focus Finances, working closely together when necessary.

Your profile:

- You have a commercial degree or a similar qualification and many years of experience in various areas of administration (HR, IT, event management, accounting)
- Your German and English skills are excellent. Ideally, you also have knowledge of Spanish.
- Your IT skills (Office 365) are up to date. You not only use them with confidence, but also like to be the contact person for the team. You are interested in AI and already have knowledge of AI or would like to continue your training in this area.
- You work very independently and proactively and are able to maintain an overview even in turbulent times.
- You like teamwork and enjoy working collectively on larger projects.
- You enjoy an agile, exciting working environment and you like to bring order to chaos.
- You have a sense of humour, are self-reflective and communicate directly and calmly.



PeaceWomen Across the Globe
FRIEDENSFRAUEN WELTWEIT
نساء من أجل السلام عبر العالم
Femmes de Paix Autour du Monde
Женщины мира за мир на земле
MUJERES DE PAZ EN EL MUNDO
Mulheres pela Paz ao redor do Mundo
DONNE DI PACE NEL MONDO

ピースウーマン—国境を越え平和をつくる女たち
全球和平妇女

- You are interested in feminist peace work and want to make a meaningful contribution.
- Engaging with people is important to you. You have intercultural skills and communicate with all people on an equal footing.
- You are interested in world affairs and enjoy working in an international environment.

Our most important values:

Honesty, transparency, communication at eye level, psychological safety

We offer

- an exciting role with plenty of creative freedom in a motivated team and a positive, feminist working environment
- a gross annual salary of CHF 82,000 - CHF 92,000 at 100%
- the opportunity to work partly from home
- a beautiful, bright office with modern infrastructure close to the city (10 minutes by public transport from Bern station)

Have we piqued your interest? If so, please send your electronic application (letter of motivation, CV, certificates) to info@1000peacewomen.org by **14 April 2025**.

If you have any questions, please contact Nadine Schindler, Office Manager - Focus Finances, 031 312 02 40 or nadine.schindler@1000peacewomen.org

The interviews are scheduled for June 2025.

