

## **We are recruiting a new Scientific Officer (SO)!**

**Life Sciences Switzerland (LS<sup>2</sup>)** is a non-profit organization dedicated to the promotion of the life sciences in Switzerland. Our missions are:

- (i) to render life sciences research visible and to bring scientists together - beyond age and discipline - by the organization of major interdisciplinary and topical conferences;
- (ii) to promote and connect researchers early in their careers, by the promotion of young scientists via PhD travel fellowships, satellite meetings, special young symposia and diverse career events;
- (iii) to outreach to the public, by holding public symposia on science-related issues that foster the dialogue between the scientific community and the society at large.

### ***Your responsibilities:***

- Be a proactive member of the LS<sup>2</sup> executive office, which includes a senior SO for a total of 1.2 FTE working as a very close team.
- Promotion and development of LS<sup>2</sup> as the network for life scientists in Switzerland.
- Management and administration of LS<sup>2</sup>, including ~1'000 members.
- Organization and management of logistics for the LS<sup>2</sup> Annual Meeting (400 participants, 30-40 industry exhibitors, 9 scientific sessions)
- Support of meetings organized by LS<sup>2</sup> sections (50-150 participants).
- Coordination of 10 (inter)sections and internal communication of the executive committee.
- Preparation of delegate and general assemblies.
- External communication, website updates, creation of newsletters, preparing the annual report of LS<sup>2</sup> and management of social media channels.
- Communication with other national and international organizations and representation of LS<sup>2</sup> towards the public, its members, its partners and other interest groups.
- Fundraising for LS<sup>2</sup> and its activities.
- Communication with sponsors and management of sponsorship offers.

### ***Your profile:***

- Master's and/or PhD in a life science discipline or equivalent experience in an academic environment.
- Experience in event coordination.
- Previous experience in fundraising for non-profit societies or similar organizations would be an asset.
- Pragmatic, pro-active, flexible, organised and self-motivated attitude; able to work independently on different projects at the same time but see the society as a whole.
- Excellent team player with strong time management, communication and interpersonal skills.
- Self-starter, able to work independently without direct supervision.
- Able to work under pressure with multiple deadlines.

- Comfortable with standard computer tools and social media and newsletter management tools.
- Languages: fluent written and oral English; German and/or French would be a plus.
- Swiss work permit.

***What we offer:***

- Flexible working hours.
- Contract period: 1 year renewable
- Employment basis: 40 to 60%
- Location: home office, based in Switzerland
- Starting date: August 12, 2024, or upon agreement.

Please, submit your **complete application in English** (including CV, cover letter, work certificates and contact information of two references) as a **single pdf file to [info@ls2.ch](mailto:info@ls2.ch)**.

**Please mention your desired start date and your notice period.**

**Application deadline: June 13, 2024.**