

INTRODUCTION

[The StoryBoard Collective](#) is a philanthropic organization founded in 2020 and based in Geneva, Switzerland. Its mission is to play a role in major contemporary issues through the medium of storytelling by amplifying the impact of stories. StoryBoard supports independent, investigative and transformative stories to be screened and shared in order to shift behavior and catalyze action.

Working within a small team, the Communication & Community Coordinator leads StoryBoard's communications, community engagement, and event operations, and supports fundraising enablement. The role requires autonomy, communication skills, project management, and strong interpersonal abilities.

ROLE DESCRIPTION

1/ Events & Hospitality : 45%

- Planning and delivery of events at the StoryBoard House and support for off-site events
 - Contractor management, invitations, on-site setup
 - Post-event reporting and content capture
- Operate logistics for the Geneva leg of the AuthenticA & Indigenous Series Lab with the Series Lab Partnership Manager :
 - travel, catering, schedules
 - day-to-day hospitality and industry events
- Oversee StoryBoard House operations
 - Manage the house for events and residencies
 - General maintenance and suppliers; ensure systems are documented and improved

2/ Communication & Content : 40%

- Own and implement the editorial calendar based on the digital content marketing plan, aligned with StoryBoard's voice & brand:
 - Create engaging content for social medias ([LinkedIn](#) and [Instagram](#))
 - Lead bi-monthly newsletter planning, content and layout, including impact, partner updates and industry opportunities
 - Manage website content: news, programmes, partners, alumni showcases
 - Manage grantee & alumni relation to gather information and updates
 - Promote grantees' impact campaigns through [Call to Action page](#)
- Support for fundraising documents with the ED and program leads: Sales decks, one-pagers, impact snapshots, case studies and event reports
- Prepare general presentations: content and design
- Produce a monthly Media/Industry review
- Support StoryBoard Impact Fund Manager to monitor current and potential campaigns

COMMUNICATIONS & COMMUNITY COORDINATOR**3/ Community : 15%**

- Maintain and activate alumni, grantees and network through updates, spotlights and opportunities
- Support network development: industry experts, philanthropies, cultural partners, funders... Including a focus on the International Geneva network
- Manage the info@ inbox, including first review and filter of grant requests
- Nurture and segment our CRM to serve outreach, partnerships, alumni and donor stewardship

QUALIFICATIONS AND EXPERTISE

- Mandatory Fluency in French & English; any other language is an asset
- Aligned with StoryBoard mission and values; with a strong interest in media, culture and advocacy
- Excellent written and oral communication; editorial judgment and attention to detail
- Strong project management and organizational skills; ability to run multiple priorities with structure and being proactive and solution-orientation
- Genuine sense of hospitality and care, ensuring guests, partners, and residents feel welcomed and supported at the StoryBoard House; great interpersonal skills
- Capacity to produce communications supports and run small-scale professional events
- Comfortable using a CRM database (HubSpot), social media tools (LinkedIn and Instagram), website CMS, G-Suite and virtual platforms.
- Interest in Geneva cultural community

PROFILE

- Bachelor's degree minimum: Communications/Marketing, Cultural Management, Journalism, International Affairs; or related
- Minimum 1 year of experience in communications, events and/or community management
- Experience in non-profit, philanthropy or social-impact media is an asset
- We are committed to creating an inclusive environment and encourage candidates from diverse backgrounds to apply

APPLICATION REQUIREMENTS

- [To apply fill in this form \(resume required\)](#)
- Only applications through this form will be considered

CONTRACTUAL DETAILS

- Start date: April 2026
- Based in Geneva, Switzerland
- 80% position with flexibility and autonomy