



The Executive Committee (EC) of COLOSS (prevention of honeybee COLony LOSSes, www.coloss.org) is seeking applications for the following position beginning 01.03.2024:

Management Assistant

Duties (in agreement with the EC):

- Organization of meetings online and in person
- Creating material for media and scientific dissemination
- Communication with regional coordinators, Task Forces and Core Projects
- Assisting in fundraising for COLOSS

We offer:

- A one-year mandate with the University of Bern with the possibility of extension
- A varied, challenging and interesting job in a global scientific organization
- Home office (from anywhere in the world)
- Salary of 20'000.- CHF per year
- A friendly team

Requirements:

- Background in biology, veterinary science or related fields
- Experience with meeting organization and advertisement skills
- Expertise in social media
- Excellent self-organization and communication skills
- High motivation and reliability
- Ability to work in an international team,
- Availability to work during European working hours
- Fluency in English
- Knowledge of honey bee science and beekeeping will be an advantage

Interested?

If you have any questions, please contact secretary@coloss.org.

Apply!

Applications should be sent electronically as a single pdf (1 page application letter, max. 10 pages, incl. CV, certificates, minimum 2 references) before **15.01.2024** Central European Time to secretary@coloss.org.

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