

## WE ARE RECRUITING!

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 career, by the promotion of young scientists via [PhD travel fellowships](#), [Satellite Meetings](#), special [LS<sup>2</sup> young symposia](#) and diverse [Career events](#);
- (iii) and to serve the public interest, by realizing [public symposia](#) on science-related issues that foster the dialogue between the scientific community and the society at large.

LS<sup>2</sup> is looking for a

### Scientific Officer (SO)

*Contract period: 1 year renewable; Employment basis: 60-80%; Location: 80% home-based + 20% in Bern*

#### Your responsibilities:

- Be a proactive member of the LS<sup>2</sup> executive office, including a colleague SO and the presidency.
  - Management and administration of LS<sup>2</sup>, including 9 (inter)sections and >1'000 scientists.
  - Organization and management of the LS<sup>2</sup> Annual Meeting (>500 participants, 40 company exhibitors), workshops, symposia and section meetings (50-150 participants), as well as preparation of the delegate and general assemblies.
  - Fundraising for LS<sup>2</sup> and its activities.
  - Drafting of the annual report of the society.
  - Social networking and communication, including updating of the website and social media channels.
  - Correspondence with scientists and other stake holders from national and international organizations.
  - Representation of LS<sup>2</sup> towards the public, its members, its partners and other interest groups.
  - Promotion of the life sciences and development of LS<sup>2</sup> as the network for life scientists in Switzerland.
- These tasks will be carried out in close collaboration with our second SO.

#### Your profile:

- PhD in a life science discipline.
- Preferable some experience, in academia or the industry, as a postdoc or equivalent.
- Strong skills in project management, event coordination, communication and fundraising.
- Independent, pragmatic, pro-active, organised and self-motivated attitude, strong communication and interpersonal skills, flexibility is a must.
- Good writing skills.
- Team player abilities.
- Comfortable with Microsoft Office and other computer tools.
- Languages: Fluency in English; German and/or French are a major asset.

**Starting date: March 1, 2020;** Earlier starting date at a lower workload possible upon agreement.

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

**Application deadline: January 6, 2020.** Interviews will be held on January 9-10, 2020.