



Job Description – Executive Assistant

The 4SD Foundation is seeking an enthusiastic, responsible and well-organized Executive Assistant to support the work of its Directors, who operate in global and local spheres on sustainable development. The Executive Assistant’s main duties include scheduling meetings, making travel arrangements and managing a schedule of intense high-level engagements for the Strategic Director.

To be successful in this role and this team, you will be a systems thinker who is an effective communicator with excellent organization skills. You will be proactive in finding ways to improve processes and work closely with relevant team members to meet strict deadlines. Our ideal candidate is curious, humble and confident with an appetite for continuous learning.

Job Responsibilities and Duties

Assists the Strategic Director with daily administrative duties and completes a broad variety of tasks that include, but are not limited to:

- Managing a highly active calendar of appointments – from last minute adjustments to strategic long-term planning across a huge variety of subjects and priorities, with a wide network of collaborators, including international media outlets and policy makers.
- Compiling documents for meetings from staff members and third parties - taking a proactive approach to ensure the documents are provided with the relevant context and undertaking additional research when possible.
- Arranging complex and detailed travel plans, itineraries and agendas.
- Completing expense reports.
- Preparing and coordinating oral and written communication with clients, donors and prospects including emails, reports, letters of solicitation and proposals.
- Assisting in coordinating the agendas of the 4SD Foundation Directors and supporting an account of the team meetings with follow-up on assigned actions.

Experience & Education

- Bachelor’s degree or equivalent experience with an interest in global issues.
- At least 5 years’ work experience.
- Demonstrable experience in providing support for upper-level management in an international environment.
- Familiarity with diplomatic protocols and interacting with government officials.

Skills & Abilities

- Exceptional organisational, time-management and problem-solving skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Strong interpersonal skills and the ability to build respectful constructive relationships with a diverse range of people, quick learner, capacity of adaptation, positive mindset.
- Proficiency in using Outlook and Windows (including MS Word, EXCEL, PowerPoint) and Zoom.
- Ability to learn new software and provide basic IT support to colleagues.
- Ability to work independently, be able to make decisions and with professional discretion.
- Excellent writing, editing, grammatical, organisational, and research skills.
- Fluent in English and French, knowledge of Spanish or German helpful.

Working Conditions

- Office in Meyrin, Geneva, Switzerland.
- Full-time role.
- Limited travel requirements.
- Joyful, hard-working environment.
- 30 days of paid annual leave.
- Salary is commensurate with qualifications and experience.

Company Profile

4SD is a Foundation of Public Interest in Geneva, Switzerland, and has rapidly grown since it was established late in 2017 by Founders: David Nabarro and Florence Lasbennes. 4SD Foundation is dedicated to developing the skills and capacities of people and organizational environments for living systems thinking, practice and leadership – all in the pursuit of sustainable development for equitable and regenerative futures.

Our purpose is to enable changemakers to be effective for equity, justice and regenerative futures in a complex, fast-changing world. We seek to make collective action a reality, fostering connections between actors and sectors – notably in the areas of food, nutrition, climate, nature and health. Our moral and ethical compass – which underlines our choices and work – is encapsulated in the [4SD guiding principles](#).

We do this by weaving four threads together:

- **Skills:** We help leaders make best use of emotional intelligence and know when and how to trust instincts.
- **Systems:** We foster effective leadership in the context of complex, living systems – what we call Living-Systems Leadership.
- **Synergies:** We encourage honest collaboration, because leaders are most effective when working in synergy.
- **Sustainability:** We work to urgently advance sustainable development and global agendas for humanity and the planet.

4SD Foundation Commitments to Inclusivity:

- **Who we are:** We commit to being an inclusive team which includes how and who we hire, the culture we nurture amongst colleagues and the processes we put in place to make an inclusive team a reality.
- **Who we work with:** We commit to working with clients, partners and service providers that share our value for diversity and strive for equality.
- **What we do:** We commit to choosing work that addresses complex topics, that require diverse thought and experience and that continue to challenge and grow the living systems leadership approach to sustainable development.
- **How we work:** We commit to creating spaces for diverse and inclusive dialogue and we commit to undertaking due diligence at every opportunity to ensure that the circles of inclusivity continue to widen.
- **How we share our work:** We commit to maximizing the accessibility of our work, including making our work available as a public good when appropriate, ensuring translation when possible and shared via different channels to reach varied audiences.

Desire for the Executive Assistant to start immediately, therefore, applicants must already have the right to work in Switzerland. To apply, please complete [this form](#).