



KAHANE FOUNDATION

- Student Assistant (40%, working days Mondays through Wednesdays)

- Basel - per December 2024 /January 2025

The Karl Kahane Foundation, founded in 1991, is an independent, privately funded, non-political and non-religious charitable Swiss foundation. We support civil society organizations/NGOs working in the areas of Accessibility, Migration/Inclusion and Social Mobility with the geographical focus on Europe, the Middle East, Northern Africa and Turkey. We are a small team working from our office in the Haus der Stiftungen in Basel.

To support our team we are looking for a resourceful and proactive Student Assistant (40%) with the following qualifications and skills:

- Pursuing a Bachelor's or Master's degree in a field related to our work
- Clear affinity with our field of work (lived experience, volunteering, work experience or other examples)
- Very good (structured) writing, editing and proofreading skills
- Excellent English and German (written and spoken)
- General proficiency in Microsoft Office, especially PowerPoint and other digital applications such as Google Drive and WordPress (or similar CMS systems)
- Experienced with Social Media channels (esp. LinkedIn), Mailchimp and visual design programs (e.g. Canva)
- Must be eligible to work in Switzerland
- Good communication skills, ability to work independently and as part of a team
- Emotionally and culturally sensitive. Values diversity and contributes to an inclusive and respectful working environment
- A high level of motivation, a down to earth personality and a sense of humor
- Ideally, we are looking for a Student Assistant who can commit for a year

Principal responsibilities and tasks:

- First contact person for the Foundation for general inquiries (emails, contact forms, regular mail)
- Responsible for our website and LinkedIn (updates, writing content)
- Responsible for our Newsletters (bi-annual) and Annual Report (planning, writing, editing)

- General support in the preparation and follow up of our bi-annual board meetings (proofreading, editing, powerpoint, drafting grant agreements)
- Other general support to the KKF team
- There is room for additional tasks and responsibilities depending on the Student Assistant's interests and availability

We offer:

- An international, open and lively work environment
- The opportunity to learn about philanthropy on the job
- A high level of flexibility and responsibility, where your own ideas and input are encouraged and appreciated
- Professional development opportunities, both as an individual and as part of our team
- We offer a salary aligned with the nonprofit sector and a small-sized foundation
- The salary is CHF 70.000 (including the 13th month), based on 100% employment (42 hours per week).
- 25 vacation days based on 100% employment (actual vacation days are converted to the ratio of contracted hours)
- A nice working space in the Haus der Stiftungen in Basel, we are in the office Mondays through Wednesdays
- With you, we will be a team of four and you will be working with two women and one man who all come from different work and studies backgrounds and share an united vision of fostering inclusive, innovative solutions that resonate across diverse communities

At the Karl Kahane Foundation, we believe that diversity, equity and inclusion are fundamental to creating positive social change. We are an equal opportunity employer and encourage individuals from all backgrounds to apply. We are committed to ensuring that our hiring process is fair and transparent, and we will take into account the impact of systemic barriers that applicants may have faced.

To ensure an accessible application process, we can offer the coverage of travel expenses for our in-person interviews and support accommodation needs for those experiencing barriers. All personal information provided as part of your application will be handled confidentially.

We look forward to receiving your cover letter, resume and if available reference letter(s). Please send all documents to info@karlkahanefoundation.org before Sunday October 27th. Please also indicate:

-Your potential starting date. Please also confirm what your availability is on Monday, Tuesday (full days) and Wednesday mornings. After the onboarding period, half a day of home office is possible too.

-Contact information for one reference

If selected, the interview will take place on November 12th or 13th (90 minutes) at the Haus der Stiftungen at St. Alban-Vorstadt 12 in Basel or online in case of exceptions.

Decisions can be expected on November 25th at the latest. If you have any questions about the job, please contact us at info@karlkahanefoundation.org.