

## Job Opening

The Wyss Academy for Nature is a Swiss foundation that co-designs and assesses innovative development pathways and conservation approaches. Our initiatives, rooted in scientific and other types of knowledge, stakeholder engagement, and the implementation of creative solutions, unfold within four regional stewardship hubs. These hubs are strategically positioned in East Africa (Kenya and Madagascar), South America (Peru), Southeast Asia (Thailand and Laos), and Europe (Switzerland). Our vision is to achieve a just and sustainable world in which nature conservation and human wellbeing reinforce each other.

We are a place of innovation, where research, business, policymakers, and communities come together to create solutions to pressing, interconnected problems such as climate change, biodiversity loss, land use change, and rising inequality.

We are looking for a highly organized, structured and proactive professional to join us as a:

### Executive Assistant (80-100%)

**Contract:** Permanent contract

**Start date:** Immediately or by agreement

**Location:** Kochergasse 4, 3011 Bern, Switzerland

**Apply by:** 3 June 2026

#### About the role

The Executive Assistant supports the seamless execution of strategic leadership by managing operational workflows and information exchange. The role is responsible for the administrative groundwork of governance processes, including the coordination of high-level meetings, the documentation of decision-making, and the structured support of organizational development.

#### Tasks and Responsibilities

Reporting to the Head of Strategy, your tasks include:

- Provide administrative and organisational support to the Director and the Head of Strategy
- Prepare agendas, briefing documents, minutes and follow-up actions for Board, Advisory Committee and internal meetings
- Coordinate and organise internal and external meetings, workshops, retreats and events, including logistics and documentation
- Act as a coordination and contact point for the Advisory Committee and support smooth information flow across units
- Support the planning and follow-up of strategic and operational initiatives
- Assist with reports, presentations and internal communication on Directorate- and strategy-related topics
- Ensure structured record-keeping and maintain operational tools (e.g. Asana, SharePoint)

#### Your Profile

The successful candidate is a trusted and service-oriented professional who brings reliability, discretion and a strong sense of ownership to their work. They combine strategic thinking with hands-on operational excellence and take pride in creating clarity, structure and well-functioning processes. With strong organisational and

communication skills, they navigate complex institutional settings with maturity, flexibility and calm—even under pressure. Their intercultural sensitivity and experience working across diverse international contexts shape a thoughtful, collaborative and respectful way of working.

The profile is complemented by the following qualifications and experience:

- Commercial education or bachelor's degree in business, communication or a related field
- Proven experience of 5 years or more in executive support in similar roles in the Swiss context
- Proficiency with digital collaboration tools (e.g., MS Teams, SharePoint, Asana, Miro)
- Excellent English and German proficiency (written and oral). Proficiency in French or Spanish is a significant asset

#### **What We Offer**

- Integration into an institution that develops, tests, and applies innovative solutions for the pressing challenges of our time
- Work in an intercultural, multidisciplinary, and highly stimulating environment
- Employment within a foundation with salary levels aligned with the standards of the University of Bern
- A modern workplace located in the heart of Bern's Old Town
- Attractive employment conditions – including flexible working hours and home-office options

For more information, please contact Eva Ludi at [hr@wyssacademy.org](mailto:hr@wyssacademy.org). Please submit your application in English, including a CV and cover letter (max. 1 page) via our online portal by 3 June 2026.

Thank you for your interest and we look forward to receiving your application!

*The Wyss Academy for Nature values diversity and equal opportunity. We therefore welcome applications from all qualified individuals who meet the required criteria.  
Applications submitted through recruitment agencies will not be considered.*