



THE POSITION

Position Title	: Administrative & Project Lead (Partly Compensated Voluntary Role)
Organization	: Boat2Bag – Ecological Initiative & Association under Swiss Law
Location	: Bern, Switzerland
Period	: April 2024 – September 2025
Type of Role	: Primarily voluntary, with a small financial compensation

ABOUT BOAT2BAG

Boat2Bag is an ecological initiative and association under Swiss law (Verein nach Schweizer Recht) based in Bern. The organization promotes awareness and education in ecological sustainability, with a particular focus on the responsible management of plastic waste.

To advance its mission, Boat2Bag operates a social enterprise that upcycles discarded plastic boats from the popular Aareböötle leisure activity into high-quality bags and accessories.

Originally founded as a student-led project within the Students4Sustainability network at Bernese universities, Boat2Bag has since gained international recognition and was awarded the ENLIGHT European Universities Sustainability Award 2025 for its innovative approach to circular economy and social inclusion.

ROLE OVERVIEW

The Administrative & Project Lead is responsible for the establishment, administration, and operational management of the Boat2Bag association and its business component. This role requires strong organizational skills and combines leadership, project coordination, financial management, and external representation. While primarily voluntary, the position includes a small financial compensation in recognition of the scope and level of responsibility involved.

JOB DESCRIPTION

- Support all administrative and legal processes related to the association's establishment and ongoing operations.
- Draft and maintain statutes, manage registrations, and ensure compliance with legal and institutional requirements.
- Handle official correspondence, documentation, and coordination with stakeholders.
- Manage all aspects of financial administration, including budgeting, bookkeeping, payments, and reporting.
- Plan, coordinate, and monitor projects and sustainability initiatives aligned with the association's mission.
- Develop and implement the Boat2Bag business plan to attract additional funding and partnerships.
- Build and manage the Boat2Bag webshop to enhance visibility and expand sales reach.
- Represent Boat2Bag in public, media, and institutional engagements.

JOIN US NOW.

send your CV along with a motivation letter to elmo.francis@boat2bag.ch
for more information visit us at www.boat2bag.ch

