

Vacancy announcement – Communications Lead (100%) | Parental leave cover — 12 months

Do you want to help cities, regions, and partners communicate real climate solutions and sustainable investment milestones? At the Global Infrastructure Basel Foundation (GIB), we bring together stakeholders across Europe to make infrastructure more sustainable, inclusive, and nature-positive — and steward the communications for the [FAST-Infra Label](#).

[About the Global Infrastructure Basel Foundation \(GIB\)](#)

We're looking for a motivated Communications Lead (12-month parental leave cover) to coordinate our external agencies (web, ads, social, content, PR) and manage campaigns, press, events, and stakeholder engagement across our organisation.

Job Profile

- **Type:** Fixed-term contract (12 months, parental leave cover)
- **Start date:** 1 May 2026 or by agreement
- **Location:** Basel, Switzerland (hybrid – 3 days/week in-office)
- **Percentage:** 80% - 100%
- **Travel requirements:** Some international travel may be occasionally required
- **Deadline for applications:** 5 March 2026 (23:59 CEST)
- **Other requirements:** Valid Swiss work permit or Swiss/EU citizenship
- **Salary range:** 84,026 – 108,026 CHF/year, depending on experience and qualifications (for an employment rate of 100%)

About the position – Communications Lead

As Communications Lead for GIB, you'll keep communications running smoothly and with impact. In this role, you will:

- Coordinate with GIB's external agencies (web developers, paid media, social/content) and consulting partners.
- Run the editorial calendar and deliver campaigns across projects channels (web, social, email).
- Lead media outreach with our PR agency; prepare press materials, spokespeople, and briefing notes.
- Oversee day-to-day channel operations (LinkedIn, Google Analytics, Mailchimp); publish directly when needed and QA agency outputs.
- Manage CMS updates (Webflow) for pages, news posts, resources, and campaign landing pages.
- Plan and deliver events (launches, webinars, conferences), including run-of-show and onsite press ops.
- Track budgets and scopes of work; keep timelines, and approvals on track.
- Maintain dashboards for social analytics, and media monitoring; produce monthly insight reports.

**What you bring:**

- Excellent coordination and stakeholder management skills; ability to engage partners, agencies, funders, and internal teams with clarity and tact.
- 4–6 years of experience in communications/marketing with multi-agency/vendor management (in-house or agency).
- Strong writing/editing and brand guardianship skills; attention to detail and accessibility/plain-language mindset.
- Hands-on approach with LinkedIn, CMS (Webflow), newsletter tools (Mailchimp), and basic on Canva/Adobe, Microsoft package, Monday.com.
- Experience with social scheduling and basic paid media ops is an asset.
- Familiarity with ESG, sustainable infrastructure, or development finance is an advantage.
- Excellent oral and written English; other languages (German, French, Spanish, Portuguese) are a plus.

Who you are

You are curious, collaborative, independent, proactive, and committed to quality. You thrive in an international, purpose-driven environment where teamwork and initiative go hand-in-hand. You bring energy, adaptability, and attention to detail – and share our belief that good infrastructure, communicated well, can improve lives.

At GIB, we take inclusivity and equality very seriously. We strongly encourage all individuals of any gender, persons with disabilities and persons of any age to apply, and we consider all applications carefully and fairly.

Why join GIB

At GIB, you'll find a diverse, supportive, and mission-driven team; opportunities to work on pioneering projects with real impact; a collaborative, international work culture based in the heart of Basel; and flexible working arrangements in a purpose-driven environment.

Application process

Please apply directly using our application form. You can access it [here](#), or scan the QR code below.



Please note that you will be asked to submit a CV and motivation letter in English. Shortlisted applicants will be contacted by e-mail and invited to an interview.

Only applications submitted via this form will be considered. If you have any issues with the application form, or if you have any other questions or comments, please do not hesitate to contact us at recruitment@gib-foundation.org.