

Comms Team and Team Co-Lead

(f/m/d)

Deadline: TBD
About: 5-10 hrs/week (occasionally more during political peak times)
Start: ASAP
Location: Remote / Home office
Payment: Unpaid volunteer role

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About Volt

Volt is a pan-European political movement and party, active in more than 30 countries, that believes the challenges we face — from climate change to digitalisation to democratic backsliding — don't stop at national borders. Volt Switzerland is part of this movement, building progressive, pragmatic, and evidence-based policy for Switzerland and Europe.

About the Comms Team

The Communications Team is the voice of Volt Switzerland. The team turns the party's policy positions and campaign priorities into content people actually see and engage with — on social media, in the press, and within our own community. The team work closely with the Policy Team to translate research and position papers (like our recent work on the Chaos Initiative) into clear, compelling public messaging.

Responsibilities of the Communications Team

- Create content for social media, newsletters, and the website (text, graphics, video)
- Draft press releases, statements, and media responses
- Support spokespeople and elected officials with talking points and briefing materials
- Plan and manage a content calendar aligned with the party's political and campaign priorities
- Monitor media coverage and public sentiment, and flag opportunities or risks
- Collaborate with the Policy Team, campaign team, and party leadership to keep messaging consistent

Comms Lead Description

The Comms Lead heads the Communications Team and owns the coherence, tone, and quality of everything the party puts out publicly, rather than producing all the content personally.

About the role

- **Setting strategy:** decides which channels and messages get priority based on the political calendar and campaign needs (e.g. amplifying the nuclear referendum brief, running a signature-collection push).
- **Coordinating the team:** assigns content, press responses, and campaign materials to team members, and keeps output consistent in tone and branding across channels.
- **Quality control and final sign-off:** reviews and approves public-facing content — social posts, press releases, statements — before it goes out, since Comms output is often the party's most visible face.
- **Representing the team:** acts as the main point of contact between Comms and party leadership, spokespeople, and the Policy Team, translating policy positions into public messaging and vice versa.
- **Managing crisis and media response:** handles fast-turnaround situations — media inquiries, controversies, breaking political developments — and decides how and whether the party responds.
- **Manages timelines and deadlines:** sets and tracks the content and campaign calendar in accordance with the party's political and legislative calendar — e.g. referendum signature deadlines, parliamentary sessions, elections, party congresses — so messaging lands when it's actually relevant, not after the moment has passed.
- **Recruiting and mentoring:** onboards new volunteers, delegates according to people's skills (writing, design, video, press relations), and builds institutional knowledge across team rotations.
- **Coordination and alignment** with the Volt Europa Communications team, as well as exchange with Comms leads of other chapters by joining regular exchange calls.

Position and Hierarchy

Team	Comms Team
Reports to	National Board
Works closely with	National Board
Coordination	Monthly team calls + ad hoc check-ins as needed

About you

- At least 18 years old,
- A registered member of Volt Switzerland,
- Fluent in English, as well as in at least one national language such as German, French or Italian.
- Self-starter with strong organisational skills
- Good communicator who can engage people from diverse backgrounds
- Genuine alignment with Volt's values and pan-European vision
- Ability to work independently and take initiative

Desired skills

- Prior experience in a party, NGO, student organisation, or volunteer network
- Solid understanding of Swiss politics and the media landscape
- Prior experience in PR, social media management, or journalism is a plus
- Basic familiarity with design tools (e.g., Canva, Instagram Edits) or CMS tools (e.g., WordPress) is a plus.
- Ability to break down complex policy papers into concise, engaging public content

Your benefits

- A strong network within Volt Switzerland and across the broader Volt Europa movement
- Hands-on leadership experience in strategic political communications, media relations, and campaign messaging
- Direct influence over how Volt grows and is perceived in our community
- Access to internal trainings, resources, and a supportive team of like-minded people
- The opportunity to be part of something genuinely new in Swiss politics

Next steps

Interested in becoming a Comms Lead or a Comms team member (or want to learn more)?
Contact us at info@voltswitzerland.org. To apply, fill out our [application form](#).
Shortlisted candidates will be invited for a brief introductory call.