Position Opening

Executive & Nursing Coordination Officer (EN/SP/FR) 80%

Location: Geneva
FTE: 80%/4 days per week
Contract: Fixed term (CDD), max. 18 months to July 2027
Start date: ASAP
Candidates must hold a valid Swiss work permit or be eligible to work in Switzerland

The **International Council of Nurses** (ICN) is a global federation of more than 140 national nursing associations, representing over 30 million nurses worldwide. Headquartered in Geneva, ICN works at the forefront of global health and nursing policy, advancing the profession, promote the wellbeing of nurses, and advocate for health in all policies.

Summary of the Position

The Executive & Nursing Coordination Officer delivers essential administrative and cross-functional coordination support to ICN's executive office, nursing and communications teams. Key responsibilities include managing intricate schedules, preparing and reviewing materials for the President & CEO, coordinating high-level meetings and missions, and facilitating effective communication with external nursing and health partners such as National Nursing Associations and the World Health Organization (WHO). The position also encompasses preparatory tasks related to speaker arrangements, content development, and logistical planning for nursing webinars, podcasts and other virtual events.

Key Responsibilities

1. **Presidential and Executive Support**
    - Prepare and format briefing materials (speeches, presentations, talking points) enforcing version control and clear approvals.
    - Organize high-level meetings: draft agendas, circulate documents, record minutes, track actions, and ensure secure information sharing.
    - Coordinate correspondence and stakeholder engagement, log decisions, and monitor action completion.
    - Maintain contact databases, speaker and partner lists, and records of executive interactions.

2. Nursing Initiatives Support

- Coordinate nursing-led initiatives supporting ICN's global policy and advocacy goals.
- Organize ICN's presence at World Health Assembly and WHO regional meetings, handling communications and logistics.
- Assist in drafting, reviewing and coordinating nursing statements, interventions, and materials with program leads and communications.
- Assist with student and early career nurse programs per ICN's strategic priorities.
- Provide Spanish translation, proofreading, and French reviews as needed.
- Track and maintain documentation for nursing-led initiatives.

3. Cross-functional Support

- Coordinate webinars and virtual events for the nursing team, including scheduling, speaker liaison, invitations, and post-event follow-up.
- Work with the communications team to support cross-team collaboration and ensure successful program delivery.

Profile Requirements

Experience & Skills

- Extensive experience supporting senior leadership and teams as an Administrative Officer or Executive Assistant, ideally in international NGO, association, or healthcare environments.
- Relevant tertiary qualification in administration, business, international relations, or a related field.
- Highly organized, exercises good judgement, and manages shifting priorities and deadlines efficiently.
- Strong written communication skills, experience consolidating input from diverse stakeholders.
- Proven experience in the organization and coordination of online events and webinars.
- Advanced proficiency in Microsoft 365 (Outlook, Word, PowerPoint, Excel), SharePoint, Teams, and virtual meeting platforms (Zoom/Teams).
- Skilled with CRM systems and producing basic reports or dashboards (Excel or Power BI).
- Demonstrates discretion, diplomacy, and cultural awareness.
- Fluency in English and Spanish; professional working proficiency in French.

Application Process

Please submit your CV and cover letter detailing relevant experience and motivation to decurnex@icn.ch.

Deadline **13 February 2026**

ICN is committed to diversity and inclusion and encourages individuals from all backgrounds to apply. Join us in our mission to support and strengthen nursing worldwide. Together, we can make a difference.