



Administration & Governance Support — Apprentissage / Alternance / Internship

Job Title: Administration Support Trainee

Reports to: Head of Operations

Contract type: Apprentissage / Contrat d'alternance / Internship (min. 2 days a week or full-time, minimum 6 months, preferably 12 months)

Location: Hybrid (Geneva / Remote)

Starting date: As soon as possible

Purpose of the Role

This role offers hands-on administrative and operational support across the CHS Alliance Secretariat, contributing to the smooth day-to-day running of a small NGO based in Geneva. It is well suited to a candidate seeking practical exposure to the workings of a lean secretariat in the non-profit sector, across both general administration and governance processes.

The trainee will be involved across secretariat administration and governance support, with exposure to all core administrative functions of a small Geneva-based NGO. We also welcome a fresh perspective on how AI tools can support our work as we develop our thinking in this area.

Main Responsibilities

A. General Secretariat Administration

1. Support the Operations Team in ensuring the smooth day-to-day running of the Secretariat: managing shared inboxes, scheduling across time zones, maintaining digital files and records, and drafting communications
2. Organise logistics for internal and external meetings and events, including room bookings, platform set-up, preparing agendas, materials, and participant communications
3. Maintain the ICT equipment and assets inventory, and support basic equipment requests and handovers
4. Use AI tools to support everyday tasks such as drafting, summarising notes, and researching, and actively share ideas on how the Secretariat could work smarter

B. Governance Support

5. Prepare for Board, Committee, and General Assembly meetings by scheduling sessions, compiling agendas, meeting packs, and supporting documents, and managing related logistics including voting platforms and participant communications
6. Draft and maintain governance documentation including minutes, action trackers, and terms of reference, and ensure records are properly filed and archived
7. Monitor follow-up actions from Board and Committee meetings and contribute to improving governance processes and templates over time
8. Carry out basic research on governance good practices and assist with due diligence documentation when requested

C. Other Responsibilities

9. Contribute to a collaborative, professional, and inclusive working environment consistent with CHS Alliance values
10. Undertake other reasonable administrative and support tasks as assigned by the line manager

Key Contacts

Internal: Head of Operations, Senior Management Team, Board Chair, Board and Committee members, Secretariat staff

External: CHS Alliance members, service providers, meeting platforms, external stakeholders as relevant

Qualifications

Essential

- University degree or ongoing studies (Bachelor’s or equivalent) in business administration, management, international relations, political science, law, or a related field; or an apprenticeship / alternance programme in administration or office management

Desirable

- Previous internship, work-study placement, or exposure to a secretariat, non-profit, or international organisation environment

Experience and Knowledge

Essential	Desirable
Strong organisational and administrative skills	Familiarity with governance processes in associations, NGOs, or international organisations
Comfortable with Microsoft 365 and online collaboration tools; open to learning and using AI tools in day-to-day work	Knowledge of the Swiss association or non-profit environment
Ability to manage documentation accurately and maintain organised filing systems	Exposure to basic financial administration or expense processing

Skills and Abilities

Essential

- Excellent written and verbal communication skills in English
- Strong attention to detail and accuracy
- Ability to handle confidential information with discretion and professionalism



- Strong organisational and coordination skills with the ability to manage multiple priorities and deadlines
- Proactive, self-organised, and able to work independently with limited supervision

Desirable

- French language skills (written and spoken)
- Familiarity with governance or voting platforms
- Curiosity about AI and digital tools, and an interest in how they can be used responsibly in a non-profit context

Core Competencies

- Accountability and reliability in delivering assigned tasks
- Collaborative working and effective communication with colleagues and stakeholders
- Integrity, discretion, and professionalism in all interactions
- Strong attention to detail and commitment to accuracy
- Eager to learn, asks questions, and willing to challenge how things are done — including experimenting with new tools and ways of working
- Flexibility and adaptability to changing organisational needs and priorities

Behaviours

- Uphold the highest standards of ethical and professional conduct
- Respect confidentiality and handle sensitive information appropriately
- Demonstrate professionalism in interactions with Board members, Committees, and staff
- Commit to the values, mission, and principles of CHS Alliance

Important Notice

The CHS Alliance has a zero-tolerance approach to all forms of violence, discrimination, harm, abuse, exploitation — including sexual exploitation, abuse and harassment — as well as fraud and corruption, towards any individual.

As representatives of the CHS Alliance, interns must be seen to be of the highest standard and in keeping with the CHS Alliance vision, mission and aims.

Therefore, any internship offer is subject to satisfactory references and appropriate screening checks. As part of these checks, the CHS Alliance is participating in the Misconduct Disclosure Scheme (MDS). The participation in the MDS requires the CHS Alliance to seek information about candidate's misconduct (including sexual exploitation, abuse and harassment) with any previous employers.

Application Instructions



Interested candidates should submit their applications to: recruitment@chsalliance.org. Applications must include a CV and a motivation letter (max 2 pages each).

Please include "Administration & Governance Support" in the subject line.

Deadline for applications: 24 July 2026.