

Course Instructor for Professionals and Executives

VivaCoaching has stood for quality, reliability and measurable impact in publicly funded labour market programs for many years. We work in a structured, evidence-based and highly practical way.

We know the Swiss labour market from real-world experience. Navigating between SECO regulations, economic dynamics and individual career paths, we operate with clarity and a strong solution focus.

Our principle: not to manage people — but to empower them.

To strengthen our team, we are looking for an entrepreneurial **Course Lead for qualified professionals and executives based in the Zug region.**

Your Role – creating real progress

You work with experienced professionals and leaders who want — or need — to regain momentum in the market.

The role:

- Deliver high-level courses (on-site & online) that create positive momentum
- Sharpen participants' profiles, positioning and market strategy
- Analyse application documents from a company perspective
- Create breakthrough moments in group settings and actively use group dynamics as a learning accelerator
- Conduct focused one-to-one sessions that generate clarity and forward movement
- Transfer up-to-date market knowledge: active sourcing, digital tools, hidden job market
- Write concise and professional reports for public stakeholders
- Interact confidently with RAV representatives, external experts and partners

You enhance employability - professionally, strategically and mentally. And contribute to a tangible societal impact.



Professional Expertise

- Several years of experience in Recruiting, Talent Acquisition or a comparable market-facing role, with strong knowledge of Swiss hiring culture and selection processes
- Deep understanding of the Swiss labour market, solid knowledge of labour law, and confident use of digital tools (ATS systems, LinkedIn, active sourcing, AI-supported application strategies)
- SVEB 1 or equivalent adult education certification; a university degree is advantageous for handling complex concepts

Personal Impact

- Confidence in dealing with demanding personalities; clear, structured and professional communication in German; understanding of Swiss German dialects
- High level of personal accountability, strong organisational skills and a distinct human touch

We look forward to receiving your application. Please send your complete application documents to **Anja Schenk** at hr@vivacoaching.ch.

Note: This is a secondary position with a workload of up to 30%.

