



Since 2015 IGNITE Movement draws a path towards a more meaningful business world by providing a platform that connects like-minded people, especially students, businesses and speakers, through our conference and the content we provide on the topics of leadership, company culture and organisational design. We believe that purpose strongly impacts profit.

Secretary & Head of Legal

Your Tasks – what you will do

- Responsible for all legal matters concerning IGNITE, which include but are not limited to the statutes of the organisation, contracts with external parties and other legal research
- Provide legal advice in decision-making processes
- Responsibility to ensure the statutes are adhered to properly
- Support of the board when organising the general assembly of IGNITE
- Administrative support of the board
- Communication with the SHSG
- Responsible for the organisation, coordination and minutes of the team meetings

Your Profile – what you should bring

- Systematic, organized, and conscientious work behaviour
- Interest in legal topics and administrative processes
- Precise and detail-oriented way of working
- Studying for at least two semesters (preferably law or law and economics)
- Time to stay for at least six months, preferably one year or longer
- Able to invest five to ten hours per week

Our offer – what you get

- Gain practical experience in working in a team and in legal matters
- A dynamic and welcoming team spirit
- Learn more about IGNITE topics such as purpose-driven business, company culture, leadership, and self-Improvement
- Insight in the management of an active organisation at university

Your contact

Team Development IGNITE



+41 79 138 26 32



mvmdevelopment@ignite-movement.com

IGNITE Movement



Rosenbergstrasse 51
9000 St. Gallen