Sports Coordinator – 100% - M/F

To complete our Sports department, FINA is seeking a Sports Coordinator to join our team in Lausanne (SUI).

The Mission – What you will do

You will be an integral member of FINA’s Sports team.

Your missions will be:

- Help to perform the administrative tasks linked with management and coordination of the aquatic events including but not limited to technical committee nominations, athlete invitations, and logistical arrangements.
- Ensure the smooth communication, coordination, and management of the aquatic competitions and its affiliated events

Your main responsibilities will be:

- Support in the management and administration of all Aquatic Disciplines
- Contribute to the registration of participants for FINA Events
- Support the organization planning and follow up of FINA Events
- Coordination of the International World Calendar
- Ensure key stakeholders have up-to-date information in the events database under the supervision of the individual Sports Managers

The person - Who we are looking for

You have:

- Bachelor’s degree or equivalent qualification in Sports, Event Organisation/Management or Communication/Public Relations
- Advanced knowledge of Sports industry
- Minimum 2 years’ experience in project management, event management or coordination
Fluency in English (written and oral) - and other languages will be an asset (French, Spanish)
Sports passionate
Excellent Command of key MS Office tools

Also:

- Comprehensive knowledge of Sports competitions
- Thorough knowledge of best practices and trends in the event and sport coordination environment
- Experience in delivering large-scale international and/or national competitions and events
- Excellent initiative and organisational skills
- Ability to think tactically and strategically
- Strong conflict resolution skills
- High attention to detail
- Excellent verbal and written communication and stakeholder management skills
- Ability to translate contracts, general plans, manuals, meeting minutes and official correspondence into another language
- Ability to conduct simultaneous and/or consecutive interpretation from one language to another
  - Exceptional interpersonal skills and ability to interact with all levels of the organisation
  - Excellent documentation skills
- Ability to achieve individual or common objectives within the organization.
- High level of adaptability and flexibility to an above the average changing environment.
- Strong communication and organization skills.
- Organize the work as efficiently as possible.
- Willingness and adaptability to travel.

What we offer
A challenging position within a growing environment and organisation.
An opportunity to work in the heart of the organisation of our competitions and events organisation.
FINA is an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Start date: Immediately or to be agreed
Location: Lausanne, Switzerland

If you are interested in this position and you meet the requirements in the profile, don’t miss to submit your application.

We look forward to hearing from you

Please send your application to hr@fina.org