



Vacancy

PARALYMPIC GAMES ADMINISTRATION CO-ORDINATOR (F/M/X)

The International Paralympic Committee (IPC) offers the position of a full-time **Paralympic Games Administration Co-ordinator (f/m/x)** in a multi-cultural team at the IPC Headquarters in Bonn, Germany, starting as soon as possible.

The submission deadline for applications is 31 March 2020.

ABOUT THE IPC

At the IPC, we work as one team, aligned and focused on fulfilling our vision and mission.

The IPC's vision is for an inclusive world through Para sport. We believe that **Change Starts With Sport**, and that the work of the Paralympic Movement is a catalyst for driving social inclusion and advancing the UN Convention on the Rights of Persons with Disabilities and the UN's 17 Sustainable Development Goals.

The IPC seeks to use the influential global position of the Paralympic Movement and the growing profile of Para athletes to challenge the stigma attached to disability and empower social transformation.

The IPC is the global governing body of the Paralympic Movement. We supervise the organisation of the Paralympic Games and Paralympic Winter Games and serve as International Federation for 10 Para sports. We enjoy a positive working relationship with the IPC Governing Board, members of which are democratically-elected every four years by the IPC General Assembly.

The IPC is a purpose-driven non-profit association. Our mission is to lead the Paralympic Movement, oversee the delivery of the Paralympic Games and support members to enable Para athletes to achieve sporting excellence. Since 1989, we have been creating change through sport with the Paralympic Games and Paralympic athletes at our core.

INTERNATIONAL PARALYMPIC COMMITTEE

Adenauerallee 212-214, 53113 Bonn, Germany / paralympic.org
paralympicgamesjobs@paralympic.org / Tel: +49 228 2097-200 / Fax: +49 228 2097-209

ROLE

The Paralympic Games Administration Co-ordinator will support the Paralympic Games department in administration, logistics and co-ordination of meetings and other activities contributing to the overall success of the Paralympic Games.

Core responsibilities include:

- Provide administrative and logistical support in the preparation of meetings and conference calls in collaboration with external stakeholders (such as catering and transport companies) and internal departments (e.g. travel, front desk, IT)
- Prepare documents for personal and virtual meetings, from drafting agendas and distribution to minutes-taking and follow-up of action items
- Support the Games Delivery Office during the Tokyo 2020 Paralympic Games
- Co-ordinate selected functional areas of future Paralympic Games (Summer and Winter) according to their master schedule timelines
- Assist the organisation and delivery of workshops in relation to Paralympic Games
- Support the Paralympic Games department in the delivery of administrative tasks, such as approval of invoices and processing of end-of-month reports
- Support the Director in the management of the daily agenda

Core requirements include:

- Share IPC's vision, mission and values. A deep passion commitment to work for the Paralympic movement
- Bachelor's degree
- Advance knowledge of Microsoft office tools
- Keen interest, knowledge and experience in event management
- Proven project management of multiple projects at the same time, planning and organisational skills
- Attention to detail and ability to work equally as effectively independently or as part of a team
- Ability to remain calm under pressure, be creative and quick learner
- Have fluent verbal and written command of the English language (knowledge of further languages is a plus)
- Ability to travel internationally as required

Do you want to **apply**?

If you are interested and provide a good match with our requirements, please send your CV and cover letter in English and in pdf format to paralympicgamesjobs@paralympic.org.

We especially encourage individuals with an impairment to apply; we support the relocation process and provide transitional accessible accommodation. For further information on the IPC, salary and relocation information, please contact us or visit our website under www.paralympic.org.

Thank you for your consideration.

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