



Vacancy

EDITORIAL CONTENT CO-ORDINATOR (F/M/X)

The International Paralympic Committee (IPC) offers the position of a full-time **Editorial Content Co-ordinator (f/m/x)** in a multi-cultural team at the IPC Headquarters in Bonn, Germany, starting on 17 January 2022.

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.

ROLE

The **Editorial Content Co-ordinator** reports to the IPC Editorial Manager and will be responsible for producing content for the IPC website.

INTERNATIONAL PARALYMPIC COMMITTEE

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

CORE RESPONSIBILITIES

- Suggest and produce a range of editorial content in English covering all Para sports, major events and profiling various leading athletes
- Upload stories and multimedia content to the IPC website, sourcing relevant images and artwork
- Work closely with other member of the Content Team, continuously proposing new ideas and concepts for engaging with digital media, video and CRM audiences
- Champion the IPC style guide throughout the organisation and ensure all content has the right tone of voice
- Liaising with the IPC's website provider, reporting, troubleshooting and resolving operational issues in the absence of the Editorial Manager

CORE REQUIREMENTS

- Bachelor's degree in Journalism, Public Relations, Communications and/or a relevant field
- At least 1-3 years' experience in editorial content or PR (experience in sport is a plus)
- Excellent communication skills, both written and oral, in English (Spanish is a plus)
- Excellent attention to detail, strong organisational skills and a proven ability to multi-task and meet deadlines
- An ability to feel comfortable working in a fast-paced, multi-cultural environment and an aptitude to operate with limited supervision
- Be flexible and able to travel regularly

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 to CommunicationJobs@paralympic.org. The deadline for applications is 28 November 2021.

The IPC is an equal opportunity employer, and we especially encourage individuals with a disability and members of minority groups to apply; we support the relocation process and provide transitional accessible accommodation. For further information on the IPC, please contact us or visit our website under www.paralympic.org.

We look forward to your application!

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