

Vacancy:

IPC Membership Engagement Co-ordinator (f/m/x)

The International Paralympic Committee (IPC) is the global governing body of the Paralympic Movement. The IPC supervises the organisation of the Paralympic Summer and Winter Games, and serves as International Federation for ten sports, for which it supervises and co-ordinates the World Championships and other competitions. The IPC is committed to enabling Paralympic athletes to achieve sporting excellence and to developing sport opportunities for all persons with an impairment from the beginner to elite level. In addition, the IPC aims to promote the Paralympic aspiration and values, which include courage, determination, inspiration and equality.

The IPC offers the position of an **IPC Membership Engagement Co-ordinator (f/m/x)** in a multi-cultural, international team at the IPC headquarters in Bonn, Germany, starting on 01 April 2018.

These will be your main **tasks and responsibilities**:

- Serve as a liaison between the IPC and its members on governance matters and enhance member-engagement in IPC activities and strategic goals
- Ensure that the needs of IPC members are represented well within the IPC through close co-operation with IPC departments, the Agitos Foundation and our external stakeholders
- Manage daily communication with IPC members and provide proactive support to them, including the creation and distribution of key publications
- Help administer the IPC extranet, CRM and other IPC databases, and collect up-to-date and relevant information on IPC members



Tasks and responsibilities (continued):

- Identify and present best practices related to Paralympic governance that can benefit the organisational development of IPC members and the Paralympic Movement at large
- Support key events, including the IPC General Assembly and NPC Services at the Paralympic Games, as required
- Represent the Membership Engagement Department internally for specific IPC projects
- Execute and support specific projects related to IPC members

You should meet our **requirements**:

You must be an individual who is demonstrably committed to the IPC's vision and aspiration. You also must be someone who thrives under pressure and can complement extremely busy colleagues in a fast-paced environment.

Furthermore, you should

- have a university-level degree in International relations, Sport or business Management, Communication or other relevant fields
 - have proven working experience in the area(s) of international relations, non-profit / membership organisations, or governance management, preferably in the context of an intercultural environment (Games or Sport Events experience is a plus)
 - have strong relationship-building, diplomacy and organisational skills
 - possess excellent communication skills and a very good verbal and written command of English and French (knowledge of other languages is a plus)
 - familiar with working with or within less economically developed countries
 - have the ability to juggle between day to day administration and complex projects, and be willing to work flexible hours during events
 - be willing to travel internationally, on occasion, and represent the IPC at key NPC events, networking with a variety of stakeholders
 - be independent, resourceful, adaptable, while capable of contributing to a team
 - have an excellent command of Microsoft Office and be adept at other productivity tools and technology
 - have a deep passion and commitment to work for the Paralympic Movement
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Do you want to **apply**?

If you are interested in the position and your profile meets our requirements, please send your CV and cover letter in English as pdf file to alexandra.schnurr@paralympic.org (IPC Human Resources Senior Manager) by 31 January 2018.

Please state your earliest possible starting date as well as your salary expectations (please give a precise figure in Euro).

We especially encourage individuals with impairments to apply.

If you have any further questions, do not hesitate to contact us or see detailed information on the IPC and the Paralympic Movement on our website under www.paralympic.org.

We are looking forward to your application!