



International
Paralympic
Committee

Vacancy:

IPC Design Project Assistant (f/m/x)

The International Paralympic Committee (IPC) is a non-profit organisation based in Bonn, Germany and is the global governing body of the Paralympic Movement. The IPC owns and supervises the organisation of the Summer and Winter Paralympic Games, and serves as International Federation for 10 sports, for which it supervises and co-ordinates the World Championships and other competitions. The IPC is committed to enabling Para athletes to achieve sporting excellence and to developing sport opportunities for all persons with disabilities from the beginner to elite level. In addition, the IPC aims to promote the Paralympic values, which include courage, determination, inspiration and equality.

The IPC offers the position of a full-time IPC Design Project Assistant (f/m/x) at the IPC Headquarters in Bonn, Germany, starting as soon as possible.

These will be your **key responsibilities:**

- Assisting and supporting the IPC Brand and Design team in tasks as required
- Developing, maintaining and managing IPC and World Para sports corporate design, e.g. by designing emblems, logos, publication layouts, flyers, posters, brochures and other products in line with the IPC/World Para sports look and feel (Brand Book) and the IPC style guide as well as maintaining relevant databases
- Creating event-related materials (e.g. banners, pull-ups, invitations, back-drops in addition to above mentioned items)
- Providing design services to all IPC departments for print materials and gifts/give-aways
- Assisting in continuous development of brand-related guidelines and documents as required
- Developing online/digital media assets



Key responsibilities (continued):

- Co-ordinating the project management for IPC publications (The Paralympian and Annual Report) from conception to print in accordance with IPC requirements as required
- Assisting in all brand-related material approvals for IPC/World Para sport competitions and events

This job description is not exhaustive, and the job holder may be required to undertake additional duties from time to time to ensure the smooth running of the organisation.

Competencies and qualifications:

The IPC is looking for a motivated recent graduate who will thrive in an international, dynamic and exciting team. You should meet our requirements:

- Recent university degree in graphic design and/or equivalent qualification/work experience
- Excellent computer skills in graphic design programmes (e.g. Adobe Creative Suite) and MS Office (Word, Excel, Access, PowerPoint, Outlook)
- Excellent verbal and written command in English (knowledge in other languages is a plus)
- Interest in sport and in working in an international sport organisation
- Good conceptual skills, creativity and solution-oriented thinking
- Good understanding of production processes and production solutions
- Detail-oriented and meticulous work manner
- Excellent organisational skills and a proven ability to meet deadlines
- Ability to operate with limited supervision and multitask in a fast-changing environment.
- Understanding of brand development and brand implementation is a plus

How do I apply:

- If you wish to apply for the position, please send your CV and portfolio as pdf file (including earliest possible start date and salary expectations in EUR) in English to alexandra.schnurr@paralympic.org.
- Please note that applications will be reviewed on a rolling basis.
- **We especially encourage individuals with an impairment to apply;** we support the relocation process and will provide transitional accessible accommodation.
- For further information on the IPC or the Agitos Foundation, please contact us or visit our website under www.paralympic.org.

We are looking forward to your application!