

Vacancy:

IPC Paralympic Games Sport & IF Relations Co-ordinator (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 Paralympic Games Sport & IF Relations Coordinator (f/m/x) at the IPC Headquarters in Bonn, Germany, starting as soon as possible.

Key responsibilities:

- To support the Senior Manager PG Sport & NPC Services in day-to-day activities ensuring the delivery of sport at the Paralympic Games (and other major competitions) to the highest standards
- To provide administrative support (draft and update documents, maintain correspondence with International Federations and Games organisers, compile reports and analyses)
- To support the organisation of meetings and conferences

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:

- Undergraduate university degree or equivalent
- Solid understanding of sport governance
- Work experience in a performance sport environment, preferably at major competitions and multi-sport events
- Excellent written and verbal communication skills in English (additional languages are an asset)
- Good interpersonal skills, professionalism and collegiality
- Ability to work in sometimes challenging conditions, especially at Games time
- Ability to travel abroad on occasion
- Good knowledge of MS Outlook, Word, Excel and PowerPoint

How to 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 the application deadline is 31 March 2019.

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!