



The International Boxing Association (AIBA) is a non-profit international organisation who, with its 203 member nations, leads the sport of Boxing, working for the benefit of the sport and all its participants, to help Boxing realise its potential within the Olympic Movement and in the international sporting arena.

We have the innovation and hard-working culture of a start-up company, with the international reach of an established organisation. In Lausanne since 2002 with a young and dynamic team of 16 people, we are now looking for a

### **Sport Program Coordinator**

Reporting to the Senior Sport & Development Manager, the Sport Program Coordinator is working on competition and technical matters in boxing worldwide with specific duties as:

- Support the preparation and the running of the AIBA competition
- Support the Sport Managers with their daily duties
- Liaise with the AIBA International Officials on appointments for all AIBA events
- Manage daily correspondence with the AIBA National Federations
- On-site event coordination
- Tracking registrations for the AIBA events
- Coordinate results and competition statistics
- Propose ideas for competition manuals, guidelines or project plans

The following qualifications are required for the position:

#### Work Experience

2 years of relevant work experience, in areas related to competition or event management.

#### Profile

The position of Sport Program Coordinator requires an individual who is flexible, versatile, energetic and possessing a wide range of skills:

- Professionalism: Understanding of competition/event management.
- Planning and Organising: Ability to plan and organise workload; multitask and work under pressure; good ability to identify issues that may arise and to resolve these issues.
- Technological awareness: Good computer skills, including proven ability to use computer applications as tools for project management and IT technology supporting the competition;
- Teamwork: Ability to interact and to establish and maintain effective working relations with all team members and local organizing committees.

#### Languages

English is the working language of the AIBA headquarters and is a must. Working knowledge of other languages, in particular French or Spanish or Russian or Arabic is an advantage.

Based in: Lausanne, Switzerland

Start date: May 1, 2019

Should your profile match the above requirements and if you are highly motivated for this role within an international and Olympic environment, we would be glad to receive your online application in English, including CV and motivation letter, mailto: [hr@aiba.org](mailto:hr@aiba.org)