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INTERNATIONAL FEDERATION OF SPORT CLIMBING  
[www.ifsc-climbing.org](http://www.ifsc-climbing.org)

## Job Offer

### IFSC Event Officer

<b>Reporting to:</b>	<b>IFSC Sport Director</b>
<b>Location:</b>	<b>IFSC HQ, Torino, Italy</b>
<b>Travel:</b>	<b>To IFSC institutional meetings, World Cups and World Championships and other events when necessary. Availability to work during weekends</b>
<b>Type of Contract:</b>	<b>Employee, full time Until 31 December 2017 with possibility of renewal</b>
<b>Salary:</b>	<b>Entry-level position</b>

#### About the IFSC

The IFSC is the recognised International Federation for Sport Climbing and therefore manages the development of the Sport across the 5 continents.

It is an exciting period of growth: Sport Climbing is in the programme of the Tokyo 2020 Olympic Games and Buenos Aires 2018 Youth Olympic Games and global interest for the sport is booming worldwide.

The IFSC represents 87 National Federations grouped under 4 Continental Councils (Asia, Europe, Oceania, Pan-America).

The IFSC Calendar has an average of 40 events including World Championships, Youth World Championships, World Cups and Continental Cups and Championships.

The Events are the main activity of the IFSC and are crucial for the development/strategy of the organisation.

#### Job description

The Event Officer shall make sure that steps and deadlines of the Events preparation are efficiently met.

Under the direction of the Sport Director and with the help of experts, the employee will coordinate the different IFSC Departments (Administration, Communication, Sport) and other IFSC internal (e.g. Officials acting on Events) and external stakeholders (e.g. provider of services on Events, Event Organisers...).

In particular, the Event Officer will be responsible for:

- Coordinating the Events Application process;
- Establishing the Events Calendar;
- Coordinating with the Event Organisers and the IFSC relevant Departments the preparation and running of the Events;
- Preparing internal meetings and documents related to the preparation and running of the Events;
- Assisting the Departments in the Event Regulations update.



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The position may require to be involved on a temporary basis in other IFSC projects, depending on the IFSC agenda workload or event occurrence.

### Structure of reporting

The IFSC is a non-profit organisation gathering National Federations as members and with elected and appointed volunteer officers. The coordinating role of the position implies the following:

- The Officer reports to the IFSC Sport Director regarding his/her general work and sport matters. However, when involved in projects pertaining to another department, the position shall follow the direction set by the relevant Department Director or the General-Direction.
- As part of the IFSC Staff, the Officer shall also report to the IFSC Executive Board, in particular (and depending on the subject) to the IFSC Vice President for Sport & Events.

### Requirements

#### Experience

- University degree, preferably in project management and/or Event organisation
- Preferred 2-3 years of experience in project management and/or Event organisation
- Interest and understanding of Sports Events
- Interest and understanding of non-profit organisations
- Interest in Sport Climbing

#### Skills

- Flexibility
- Team player
- Strong organisational and communication skills
- Problem solving and innovation capacities
- Autonomy
- Able to understand and grasp international cultural diversity
- Able to integrate into a global and sometimes virtual organisation

#### Language

- Fluent in English
- Any other language is a plus

#### IT Skills

- Microsoft Office Suite or similar
- IT-oriented: the position requires management of around 10 different IT platforms for Visio & Project planning

### Contact:

Please send your resume and cover letter to the IFSC Office ([administration@ifsc-climbing.org](mailto:administration@ifsc-climbing.org)) no later than **31<sup>st</sup> January 2017**.

Job interviews will take place in the week of February 6<sup>th</sup>; the IFSC Office will send you more information in case you are selected for the interview.