



The International Hockey Federation's (FIH) priority is to govern the sport of hockey worldwide. In so doing it must increase the participation, the profile, and the financial viability of the sport.

For our headquarters in Lausanne, we are looking for an

Events Coordinator (100%)

Mission:

Reporting to the Events Director, the Events Coordinator will contribute to the delivery of the FIH's strategy as part of the Events Department and will contribute to raising the delivery standards of FIH international events.

The Events Coordinator will actively support the Events Department and its objectives, providing coordination support to the team for FIH events.

The Events Coordinator will assist in defining the events and contribute to the development of the wider new Event Portfolio. The Events Coordinator will assist in development of allocated projects on event documentation, event operating models and bidding documentation. Travel will be required.

This position is open for experienced professionals, and we are looking for sharp and efficient candidates, endowed with a positive "can-do" attitude to work.

Responsibilities:

- Support the Events Director with event project management.
- Provide coordination, logistical, administration and project management support to the Events Director and delivery of FIH events.
- Lead project planning and event operations for various events and business as usual.
- Manage the online platform for hosts with up-to-date information on these events.
- Organize monthly coordination meetings with Events hosts and follow up on outstanding actions.
- Assist and coordinate the organization of Event Workshops and reports, as well as prepare supporting materials if necessary.
- Support the Events Director with planning stages of the allocated events, including but not limited to areas such as accommodation, accreditation, guests, manuals, guides, coordination, and minutes of meetings etc.
- Attend on site if required during set-up phase and delivery of event and take lead on set-up and support of planning areas and FIH office as above if required.
- Coordinate the organization of event meetings, event reports and preparing supporting materials as necessary.
- Contribute to the event vision and concept for any FIH Event.
- Lead the development of medals and trophies for the various events.
- Support the development of event manuals, templates, bidding documents and guidelines for all Events.
- Assist on special projects on behalf of the Events Director.

And any other reasonable task that the employer may ask of the employee.



Skills & Qualifications:

- Minimum 2 years of sport event management planning and experience.
- Appropriate tertiary qualification.
- Software knowledge: MS Office – Word, Excel, Power Point, Outlook, SharePoint.
- Appreciate working as part of a team in a multicultural environment.
- Excellent command of written and spoken French and English, other languages a plus.

- Strong management, communication and problem-solving skills.
- Proactive and ability to be a team player.
- Capable of setting high standards of administrative professionalism.
- Ability to make sound decisions.
- Honest, discrete and ethical.
- Highly organized approach to work, ability to multi-task with attention to detail.
- Positive, flexible and optimistic approach, able to quickly adapt to the changing nature of work.

We offer you:

- A dynamic international working environment
- 6 weeks of holidays per year
- Other advantages such as half price fare and sport incentive

Additional information:

- Starting date: As soon as possible or 01.09.2024
- Contract type: Either a fixed-term contract of at least 6 months or an unlimited contract (CDI)
- Deadline for application: 15.07.2024
- **Only applicants who are Swiss citizens or hold a valid Swiss work permit will be considered.**

If you are interested in this position and wish to integrate our international team, we look forward to receiving your dossier.

We only accept applications via JobUp.ch. No applications through recruitment agencies.