JOB DESCRIPTION

**JOB TITLE:** Event Operations Coordinator  
**DEPARTMENT:** Competition & Events  
**REPORTING TO:** Head of Event Operations  
**MANAGING OTHERS:** No

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<th>Status :</th>
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<td>Travel :</td>
<td>Occasional</td>
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**ABOUT WORLD ATHLETICS**

World Athletics is the international governing body for the sport of athletics that includes track, field and road events. It includes 6 continental federations and 214 national federations, each a member of the WA.

World Athletics organises the leading athletics competitions worldwide including the World Athletics Series (WAS) of events and its flagship the biennial WA World Championships and administers One-Day Meeting circuits such as the World Indoor Tour and Diamond League and Road Race Label events.

World Athletics is based in Monaco, has a staff of over 90 representing 20 different nationalities. Lord Sebastian Coe was elected President in August 2015, reelected in 2019 and has since instigated a period of high-profile organisational transformation and modernisation as well as wide-spread reforms across the sport globally.

The sport continues to undergo radical review which includes remaining relevant, revenue generation, rule reviews, relationships, rebranding, reengineering elements of the sport and reconnecting the world’s biggest sport movement, running, with the elite events that people love to watch. Needless to say, this is an exciting, stimulating and busy time to join World Athletics.

**GENERAL OVERVIEW OF THE POSITION**

Responsible for the coordination of specific operational areas of various WAS events and Olympic Games.

**DESCRIPTION OF KEY RESPONSIBILITIES OF THE POSITION**

- Assist the Project Management for assigned WAS Events: Planning & Coordination, Milestones, Budgets, Site Visits, Readiness Exercises, etc.
- Assist in the operations for all Groups attending WAS Events: Accommodation, Accreditation, Transport, Security, Venue Management, Volunteers, Hospitality, etc.
- Assist the data gathering from past events to populate the Knowledge Management
tools
- Develop innovative solutions on all the operational aspects of a WAS Event, including internal projects/studies to improve the unit and the department
- Provide expertise as needed and support to other projects and areas as required

**SKILLS & EXPERIENCE REQUIRED**
- Experience of 3+ years in Event Management (Accommodation, Accreditation, Transport, Security, Venue Management, Volunteers, Hospitality, Ticketing, etc.)
- Experience of 3+ years in international major sport events
- Knowledge of Sport industry
- Excellent project management skills (proven track record required)
- Excellent interpersonal skills
- Team player

**SOFT SKILLS & EXPECTED BEHAVIOUR**
- Total integrity
- Strong communication and presentation skills
- Proactive approach to problem solving
- Attention to detail
- Effective time management, coping with multiple tasks and work to tight schedules
- Ability to work effectively under pressure, with a wide variety of people
- Capacity to maintain a positive attitude when working at events with long workdays
- Ability to analyse current work methods and propose better processes
- Flexibility and willingness to travel

**LANGUAGES & IT**
- Excellent verbal and written communication skills in English and preferably French
- Other languages considered an asset
- Good knowledge of computer software (Microsoft Office: Excel, PowerPoint, etc.)

**EDUCATIONAL BACKGROUND**
- Degree in sports management or business administration or related degree

**HOW TO APPLY**
WA is an equal opportunity employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, ethnicity, disability, age, sexual orientation, gender identity, religion and belief.
To apply candidates should send the following documents in **English** before 26th October 2022 to emploi@worldathletics.org.

- Up to date curriculum vitae (max. 2 pages)
- Letter of application highlighting your motivation and relevant experience (max. 1 page)
- Names, roles and contact details for three references (references will not be contacted until final interview stage)
- Details of current and expected remuneration