



Event Operations Coordinator	
Reports to	Event Operations Coordinator
Direct Reports	Head of Event Operations
Indirect Reports	

MAIN INTERNAL CONTACTS	EXTERNAL MAIN CONTACTS
<ul style="list-style-type: none"> • Event Operations Unit Lead • Event Operations Managers • All other Staff 	<ul style="list-style-type: none"> • Organising Committees and other Stakeholders • Member Federations • Appointed Delegates

ABOUT IAAF

The International Association of Athletics Federations (IAAF), is the international governing body for the sport of athletics. It includes 6 continental federations and 214 national federations. The IAAF organizes many major athletics competitions worldwide, including World Athletics Series (WAS) and One Day Meetings, Diamond league and IAAF Road Race label events. Its mission is to lead, govern and develop the sport of Athletics in all its forms worldwide uniting the Athletics family in a spirit of Excellence, Integrity and Solidarity. It is based in Monaco, has a staff of over 70 persons, from 18 different nationalities. Lord Sebastian Coe was elected as the new IAAF President in 2015, and has since instigated a period of organisational transformation and modernisation. Needless to say that this is an exciting and stimulating time to join IAAF!

GENERAL OVERVIEW OF THE POSITION

The Event Operations Coordinator is responsible for the coordination of specific operational aspects of various WAS events and Olympic Games such as accommodation, accreditation, transport, logistics, volunteers, etc. reporting to the Event Manager of each event.

- MAIN ACTIVITIES**
- In the Office
- Coordinate event operations for assigned WAS events including, but not limited to the following responsibilities;
 - accommodation of IAAF Staff, Delegates, Guests;
 - assisting in the set-up of the IAAF event management and accreditation system;
 - liaison with appointed Delegates, IAAF Staff and IAAF Travel Department regarding travel of Delegates and Staff for events and site visits;
 - coordinate the visa procedures for the assigned events;
 - development of transportation plan for IAAF Staff, IAAF Family and guests;
 - arrange the shipment for material going to/from assigned events;
 - coordinate the appropriate review of printed material.
 - assist the Event Managers with the overall planning and coordination of events;
 - assist in the preparation of a Staff Manual for WAS events;
 - production of an Event Operations Manual;
 - manage VIK order and delivery with LOC;
 - ensure Event Information is kept updated on the relevant data base;



- help other areas within IAAF if needed, before and during events (ie. Competition, Communication, Protocol, etc.).
During events – on site
Assist the Event Manager during the events including, but not limited to the following responsibilities;
- ensure the appropriate IAAF offices are arranged in the various venues (IAAF hotels, stadium, etc.) : they have to be functional, presentable and equipped properly;
- arrange for the timely and efficient distribution of material to the IAAF Staff, Delegates and Guests including: accreditation, welcome bag, social events invitations, delegates uniforms, gifts, telephone lists, etc.;
- manage appointed LOC volunteers;
- liaise with the assigned hotels and the LOC regarding accommodation for the IAAF Family and Guests;
- assist with the IAAF Family transport operations;
- point of contact at the IAAF office and meeting rooms dealing with guest enquiries;
- determine event material, items, documents which should be archived and arrange for the proper archiving of such material after the event.

any other duties outside the IAAF office as required and agreed by the Head of Event Operations

REQUIREMENTS

- Minimum two years proven event coordination experience with a major international federation and/or major international sporting event;
- Knowledge and experience with event management and accreditation systems;
- Excellent organisational and time management skills with the ability to manage a varied workload and attention to details;
- Ability to work flexibly and collaboratively in a team with enthusiasm and commitment;
- Proven experience in managing multiple projects at the same time;
- Excellent verbal and written communication skills in English;
- any additional language considered as a plus;
- Strong Presentation skills;
- Proficiency in Smartsheet, PowerPoint, Word and Excel is required;
- Prepared to be extremely flexible and available before and during the events;
- Willing to travel internationally and work away from home for up to 4 weeks at a time sometimes.

A SUCCESSFUL CANDIDATE WILL HAVE/BE

- Total integrity;
- Strong sense of team work and team spirit;
- Proactive individual with a 'can do' attitude who can work unsupervised, but knows when to escalate issues;
- Resilient and able to work under pressure during hectic periods;

- Initiative and pro-activity;
- Efficiency and the ability to analyse current work methods and propose simplified processes.

To apply, please send your CV and short covering letter in English to emploi@iaaf.org before 4th January 2018 COB