

Founded on 14th April 1900 in Paris, the Union Cycliste Internationale (UCI) is the world governing body for cycling. Its mission is to develop and supervise cycling in all its forms and for everybody, as a competitive sport, as a healthy recreational activity and as a means of transport and having fun. Additionally, the UCI promotes a number of its own events, including the UCI Road World Championships, an iconic annual event, and a wide range of other UCI World Championships and World Cups across the various disciplines. It is based in Aigle, Switzerland, at the UCI World Cycling Centre.

For its Digital, Communications, Marketing and Sales Department, the UCI is looking for a:

Communication Projects Coordinator (100%) English-French

Role:

As Communication Projects Coordinator you are responsible for managing communication projects and for the creation of content: publications, videos, photos and receiving briefs from the various internal departments until final delivery.

Key Responsibilities:

- Coordinating and monitoring communication projects:
 - Graphic Communication: visual identities of UCI events, the UCI brand and the UCI Rainbow Stripes
 - Drafting of guidelines for the use of trademarks
 - Content creation: editorial projects (Annual Report, Yearbook, technical guides, newsletters), promotional projects (videos, communication campaign) and sales pitches
 - Visual communication and branding: decoration and appearance of the UCI Congress, UCI lounges
- Stakeholder briefing and needs gathering (General Management, Sports Direction, Digital and Marketing Department)
- Managing outsourcing: communications agencies, service providers, suppliers
- Overseeing internal production schedule with the Senior Graphic Designer and other UCI departments and/or external partners and coordinating the schedule.

Profile:

- Commercial apprenticeship certificate or equivalent
- Minimum 3 years of successful experience in a similar position, ideally in a marketing or communication department
- Perfect command of French and English (independent writing in both languages)
- Proven project management skills
- Very comfortable with MS Office (Excel, Word, PowerPoint, Outlook); knowledge of graphics tools or web development an asset
- Able to work as part of a team but also independently
- Outgoing and with the ability to adapt his/her speech to different situations
- Thorough and organised, able to prioritise and meet deadlines
- Interest in the sport.
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Start date : 1st June or to be agreed

Join us and you will have every opportunity to use your skills, to be involved in current sporting activities and to contribute to the success of a modern and dynamic organisation. If you are interested in this position and you meet the criteria outlined in the profile, please e-mail your application and supporting documents (covering letter, CV, employment references and qualifications) to the following address: job@uci.ch.



The Union Cycliste Internationale (UCI) has been EDGE Assess certified since 2019. EDGE certification is the leading global business certification standard for gender equality. The UCI is the first international sporting Federation to be EDGE Assess certified. Wishing to strengthen its status as a leader in this field, the UCI now aims to reach the next level of certification.