

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.

The UCI is seeking an

Olympic Games and Major Events Coordinator (100%) English-French

Mission :

Reporting to the Olympic Games and Major Events Manager, the Olympic Games and Major Events Coordinator will be responsible for supporting the excellent delivery of all cycling disciplines at the Olympic Games, Youth Olympic Games, the Paralympic Games, the UCI Cycling World Championships, the UCI Emerging countries World Championships or any other identified 4-year hosted event.

Main responsibilities :

- Work and collaborate with other colleagues on coordinating event planning and delivery for the Olympic Games, Youth Olympic Games, the Paralympic Games, the UCI Cycling World Championships, the UCI Emerging countries World Championships
- Responsible for monitoring all contractual aspects including the Financial obligations, payment schedules and bank guarantees with LOCs for relevant events
- Coordinate the monitoring of Sport Delivery Plan for all Olympic Games
- Plan, attend and ensure the timely follow-up of the Events preparation meetings and debriefs with the Olympic Games and Major Events Manager
- Support the development of e-Cycling
- Coordinate application process for e-Cycling international calendar
- Support the administration of the UCI e-cycling Working Group
- Support the preparation of the documents required for Commissions, Project Reviews, Technical Meetings, conference calls and sports workshops (dashboards, presentations, follow-up reports).

Profile :

- Master's degree or professional experience deemed equivalent
- Proven track record of working in multi-disciplinary teams
- At least 7 years of project management experience
- Demonstrable success in project management in a similar position
- Proven experience in the organisation of a major sporting event
- Knowledge of OCOG language
- Keen sense of priorities for efficient management of projects and deliverables
- Bilingual English and French
- Excellent drafting skills in both English and French
- Excellent command of Word, Excel, PowerPoint and Outlook
- Good interpersonal and organisational skills, excellent ability to manage priority and stress
- Thoroughness, accuracy, dynamism, and sense of initiative.

Start date : immediately 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.