

EVENT OPERATIONS COORDINATOR

World Athletics is the international governing body for the sport of athletics that includes track, field and road events. 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 100 representing 26 different nationalities.

We are seeking a young dynamic graduate with a first experience who will be responsible for the coordination of specific operational areas of various WAS events and Olympic Games.

- 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

You will need :

- Experience of 3+ years in Event Management (Accommodation, Accreditation, Transport, Security, Venue Management, Volunteers, Hospitality, Ticketing, etc.) And in international major sport events
- Excellent project management skills (proven track record required)
- Flexibility and willingness to travel

You have :

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

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 28th February 2023 to

<https://forms.worldathletics.org/apply#available-vacancies/submit-your-information/63d9290e73ac2e00120e5327>