



## JOB ADVERT – EDUCATION, EVENT AND NETWORK COORDINATOR

If you are experienced in setting up international meetings, congresses, and courses (face to face or distance/e-learning), you have pedagogical and organizational skills, an entrepreneurial mindset: being able to engage with potential partners and why not ideally experience in drafting grant application to international bodies and of course interest and knowledge in Sports and particularly in Athletics (Track and Field). Please join our Health & Science Department and contribute to shaping the future of the most participated sport on the planet and the number one Olympic sport.

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 leading athletics competitions worldwide including several World Athletics Series (WAS) events and its flagship, the biennial World Athletics Championships. It also administers One-Day Meeting circuits such as the World Indoor Tour, Continental Tour, Wanda Diamond League and Road Race Label events.

World Athletics is based in Monaco, has a staff of 97 representing 26 different nationalities. Lord Sebastian Coe was elected as the current World Athletics President in August 2015 and re-elected in 2019. He has since instigated a period of high-profile organisational transformation and modernisation, as well as wide-spread reforms across the sport globally.

World Athletics' vision is "to use the power and accessibility of Athletics and our athletes to create a healthier and fitter world", which gives a true purpose to all people working in the Association. They also aim at developing the whole sport – from playground and parks to Olympic Podiums.

World Athletics is seeking an [Education, Event and Network Coordinator](#) in its Headquarters in Monaco

The Education, Event and Network Coordinator of the Health & Science Department will assist the Department Director with missions and projects related to the education of healthcare professionals in charge of elite and recreational level athletes. To achieve her/his mission, she/he will work in close relationship with numerous scientific experts, universities, academics, networks, scientific societies, and companies in the field of sports medicine, life science, epidemiology, and preventive medicine. A large part of these tasks will be conducted through the World Academy for Endurance Medicine (WAEM); an entity aiming to become a major player in education, prevention and applied research in the field of endurance sports medicine.

The Key responsibilities are:

Assist the Managers to run and grow the Endurance Medicine Academy

- Develop and update the pedagogical contents for the WAEM website, course, e-learning platform. Control the production.
- Develop and maintain close relationship with experts, healthcare professionals, race medical directors to develop the pedagogical content.
- Manage logistical aspects of the Race Emergency Medicine Courses (REMC).
- Manage the financial aspects, budget, registration of both REMC and WAEM.
- Coordinate with scientific societies and academics and fellowship projects.
- Support the Department Director and Managers to apply for international grants.
- Promoting (marketing) WAEM outside World Athletics.

Develop partnerships around Health & Science activities and the WAEM:

- Approaching, in collaboration with our Partnership Department, potential partners interested in collaborating/funding part of H&S activities.
- Advising H&S Managers on how to better showcase and sell their expertise and products: i) courses, ii) continuous education program, iii) air quality services.

#### Coordinating H&S Publications and Communication

- Coordinate with the department managers the dissemination of knowledge and produced content: i) scientific journals, ii) symposia and conferences, iii) targeted groups in Athletics.
- Collaborate with the Communication Department about the Health and Science section of World Athletics website (H&S yearly Communication Plan).

#### Education background:

- MSc in Sports Management, Sports Marketing/Business or Communication

World Athletics 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 in English [emploi@worldathletics.org](mailto:emploi@worldathletics.org) before March 24<sup>th</sup> 2023:

- Letter of application highlighting your motivation for the position and relevant experience
- Up to date curriculum vitae
- Details of current remuneration
- Names and contact details for three referees (referees will not be contacted until final interview stage)