



OPEN POSITION:
IBU ACADEMY PROJECT ASSISTANT
19,25 h/WEEK

About the IBU & IBU Academy

The International Biathlon Union (IBU) is the international governing body for the Olympic sport of biathlon, recognized by the International Olympic Committee (IOC). Headquartered in Anif, Austria, the IBU is a non-profit organization overseeing competition organization and sport regulation worldwide. In collaboration with its 63 member national federations, the IBU promotes and develops biathlon participation through competitions, events, programs, and educational initiatives.

The IBU Academy within the IBU is committed to fostering the development of athletes, coaches, and officials in the biathlon sport. We provide innovative and high-quality education programs that contribute to the growth and professionalization of biathlon on a global level.

Role Purpose

The IBU is hiring an Academy Project Assistant to support the IBU Academy and Development Department in various educational and research-related projects. This role includes administrative support, coordination, and communication with internal and external stakeholders.

Key Responsibilities

The Academy Project Assistant will:

- Support the IBU Academy and Development Department in planning, coordination, and communication regarding educational and research activities.
- Assist the Education Managers in organizing educational activities such as coach education courses, webinars, seminars, and workshops.
- Manage administrative and communication processes with lecturers, experts, researchers, and students.
- Publish learning materials and information about education and research activities on the e-learning platform, the website, and other IBU communication channels.
- Support the Academy in administrative and organizational tasks to optimize internal processes.



Qualifications, Skills & Experience

- Experience in office administration and organizational tasks.
- Knowledge in planning and process coordination with a strong ability to manage workflows efficiently.
- Experience in project planning, organizing, and coordinating educational initiatives.
- Strong communication skills.
- Passion for sports management, athlete education, and professional development.
- Ability to work independently and collaboratively in a team-oriented environment.
- Knowledge of the functions, operations, and mission of the IBU (preferred).
- Fluent in English (spoken and written); German or Russian is an asset but not required.

What We Offer

- A part-time position (19.25 hours per week) in an international sports environment starting as soon as possible.
- A dynamic and international working environment in the world of biathlon.
- A dynamic and multicultural team atmosphere.
- The opportunity to contribute to the operational success of the IBU Academy.
- The possibility for travel related to development programs and events within the IBU Academy.

Location

Anif, Austria.

Compensation

A gross monthly salary oriented on the Austrian Collective Agreement for Trade (Österreichischer Kollektivvertrag für Handel), paid 14 times per year. The actual salary will reflect the candidate's qualifications and work experience.

Application Process

Interested candidates should submit:

- A cover letter explaining their motivation for applying.
- A full CV detailing education and experience.
- Salary expectations.

Applications should be sent to academy@ibu.at by 30 April 2025.