



OPEN POSITION:

IBU DEVELOPMENT PROJECT COORDINATOR

38,5 h/WEEK

About the IBU

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.

Role Purpose

The Development Project Coordinator (DPC) will be responsible for overseeing development projects at an administrative and operational level, including Biathlon 4 All, Closing the Competition Gap, National Federations' Development Projects programmes and Diversity, Equality & Inclusion (DEI) initiatives. The Development Project Coordinator will be supervised by the Development Director (DD) and supported by colleagues from within the departments.

The DPC must ensure that the development programmes perform to the highest possible standards and operate in strict compliance with all relevant requirements.

Key Responsibilities

The Development Project Coordinator will:

- Support the DD in planning, coordinating, and communicating the activities of various development projects.
- Support the DD with daily communication with experts, reference, and working groups.
- Support the DD with the organisation and execution of meetings, workshops, and webinars.
- Support the Development Department with activities related to public relations, including website administration, brochures, graphics, videos, and other materials.



Qualifications, Skills & Experience

- He/she must be enthusiastic about sports organisation/management, planning, communication, and working with national federations.
- Team-oriented and capable of motivating individuals to work towards a common goal in a positive and supportive environment.
- Effective and open in communicating with others across multi-cultural boundaries.
- Commitment to the role and strong work ethic.
- Be flexible and adapt to changing circumstances
- Be able to develop their skills and seek advice from a variety of sources.
- Have an understanding of the IBU Development Programmes.
- Have experience in planning & coordinating projects.
- A minimum of two years of job experience in sports.
- Experience in a team-oriented workplace.
- Knowledge of the functions, operation, and mission of the IBU.
- Fluent in English (spoken and written).
- A command of German/Russian is an asset but not required.

What We Offer

- A full-time position (38.5 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 Development.
- The possibility for travel related to development programs and events within the IBU.

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.
- A brief outline of management projects involved.
- Salary expectations.

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