

COORDINATOR FREERIDE WORLD QUALIFIER (FWQ)

In this challenging position you will be working in the sports development team of a young and dynamic sport where you will gain an in-depth understanding of the sport of freeriding. For a 6 months internship, we are seeking a smart, flexible and detail-oriented intern to assist the FWQ and FJT manager with daily operational tasks of the Freeride World Qualifier (FWQ) that consist of but are not limited to the following:

Tasks :

- In charge of riders management for the FWQ and main contact for athletes in Europe and Oceania
- Communication with FWQ athletes on all channels (email, phone, facebook etc.) on a daily basis
- Assisting the event manager at selected FJT or FWQ events
- Athlete management at selected events (registration, rider updates etc.)
- Operational tasks during competitions and being onsite at selected Freeride World Qualifier tour events
- Managing and maintaining the member/event registration platform and database (memberpro)
- Setting up events and event registrations, monitoring and adapting event registrations
- Updating results and ranking
- First level support for members
- Maintaining and updating the website through CMS (Drupal)
- Uploading event photos and videos on all channels (website, youtube, facebook)
- Creating event pages on the FWT Website and publishing website news
- Maintaining and monitoring the FWQ Facebook page
- Implementing the social media plan (scheduling, uploading, publishing, and monitoring)
- Preparing and sending the weekly newsletter to riders
- creating banners for our digital platforms (event page, facebook, newsletter)
- Working closely with FWQ event organizers before, during and after events and sending updated entry and waiting lists to organizers
- Taking care of liability disclaimers and opening and follow-up of insurance cases

Personal profile and mindset:

- Student/Graduate or University Degree in Tourism, Business or Sports Management
- Excellent English skills (native speaker or equivalent), luent in French AND German or Spanish
- Excellent communication skills – strong in writing and wording
- Proficient computer skills: Photoshop, Word, Excel and PowerPoint
- Experience with database software and content management
- High affinity to social media in general and experience managing a facebook page is a plus
- Interest in sports in general and to enjoy the great outdoors including winter sports
- Proactive, thorough and decisive approach, remains composed under pressure
- Able to work well in a small team with a good sense of team spirit
- Recognizes and accepts that during events the demands can be 24x7

Compensation:

- CHF 1000.-/month
- Free ski wear and equipment (depending on partners and availability)
- Travel and phone costs covered
- Working in a small, unique, creative and entrepreneurial environment where everyone makes a real difference

Duration:

- October 15, 2018 to April 30, 2019