



At the World Snowboard Federation, we are currently looking for an **Office Manager**, based out of Innsbruck, Austria (Part-time position, 20hours/week).

The main tasks of the Office Manager will be:

- Membership management and administration
- Financial management: budgeting, accounting, payments and invoicing
- Event and Ranking Administration
- Project Management of key WSF Projects

Key Duties and Responsibilities:

- Membership management and administration (applications, information to/from BoD, answering questions on daily/weekly basis)
- Finance management: accounting, payments and invoicing (and many reminders) and budget control
- Board Meetings: preparing agenda, monthly report to the Board, writing minutes
- Bookings and organisation of meeting (for BOD meeting and for WSF GA)
- Visits to NSAs / other meetings / presentations to be done
- All preparation for GA / annual reports / presentation / logistics etc – procedures
- Supporting events in the application process to the WSPL/WRR and results administration
- Supporting for all sort of negotiations / contracts

Selection Criteria – essential skills and qualities:

- Passion for snowboarding
- Background in administration and project management would be beneficial
- Fluent in english and german
- 2 days a week in Innsbruck as minimum

To apply please email your CV to anna@worldsnowboardfederation.org