



PROJECT OFFICER – JOB DESCRIPTION

About WSF

WSF is an international non-profit organization exclusively dedicated to developing the sport of snowboarding on all levels including competitive snowboarding, education, adaptive snowboarding and developing activities for riders of any age. WSF represents a network of national snowboard associations that cooperate worldwide with the common goal to develop the sport. WSF creates added value for everybody involved in snowboarding on a national level and can offer ideas, manuals and initiatives as a result of being together in one organization with the same goal: to progress snowboarding at all levels.

Prerequisites for the position

We are looking for a Project Officer for our grassroots and development projects. As the WSF Project Officer you will lead, develop and implement the projects from the beginning in December 2019/ January 2020. Key Projects are the [WSF Banked Slalom Tour](#), WSF Junior Tour (World Rookie Rank). We are offering a fixed term contract for 6 months, including a probation of 1 months. A re-appointment is possible.

The Project Officer has to be located in Innsbruck, provided he/she is available for regular meetings (at least once a month in Innsbruck - Austria).

The main objective of the work of the Project Officer is to lead and implement the WSF Projects: the World Rookie Rank and the Banked Slalom Tour.

Key duties and responsibilities:

- Manage the WSF Projects
- Motivate WSF Members to take part in the WSF Projects
- Constant communication with Organisers to gather information about their projects
- Lead the projects, under the supervision of WSF General Secretary, so that the yearly goals and objectives are met
- Deliver regularly content for communication to WSF Communication Officer
- Create a yearly report to be presented at the WSF General Assembly

Selection criteria – essential qualities and skills:

- Text writer in English for all WSF communication, German is a plus
- Wordpress CMS knowledge
- Be a Snowboard enthusiast
- Proactive and Independent Worker
- Project Management experience is a plus
- Previous Experience in Non-Profit Organisation is a plus