

COORDINATOR FREERIDE WORLD QUALIFIER (FWQ) _ INTERNSHIP

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 7 months internship, we are seeking a smart, flexible and detail-oriented intern to assist the Sports Development Manager with daily operational tasks of the Freeride World Qualifier (FWQ) that consist of but are not limited to:

A. RIDERS MANAGEMENT

- In charge of rider management for the Freeride World Qualifier and main contact for athletes in the Europe and Oceania region
- Communication with FWQ athletes on all channels (email, phone, facebook) on a daily basis

B. REGISTRATION PLATFORM (MEMBERPRO)

- Managing and maintaining the member and event registration platform and database
- Setting up events and event registrations
- Constantly monitoring and adapting event registrations
- Updating results and ranking
- First level support for members

C. EVENT ORGANIZERS

- Working closely with FWQ event organizers before, during and after events
- Sending updated entry and waiting lists to organizers

D. CONTENT MANAGEMENT

- Maintaining and updating the website through CMS (Drupal)
- Updating the event pages on the FWT Website
- Assisting with uploads of content on all channels (web news, photos, videos)

E. EVENTS

- Assisting the event manager at selected Junior and Qualifier events organized by FWT
- Athlete management at events (registration, updates etc.)
- Operational tasks during competitions (e.g. competition tasks, mountain operations or other)

F. ADMINISTRATIVE

- Taking care of liability disclaimers
- Opening and follow-up of insurance cases

Personal profile and mindset:

- Student/Graduate in Tourism, Business or Sports Management or similar
- Excellent English skills (spoken and written)
- Fluent in French (spoken and written), German and Spanish is an asset
- Excellent communication skills – strong in writing and wording
- Proficient computer skills and experience with database software and content management
- Flexible and detail oriented with a high quality and service level
- Pro-active and thorough approach
- Able to work independently and efficiently within a small team
- Remains self-composed under pressure and has good time management skills
- Interest in sports in general and to enjoy the great outdoors including winter sports
- Willing to travel extensively during the winter season
- Recognizes and accepts that during winter 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
- Onsite event experience at selected events

Duration: November 1st, 2019 to May 8th, 2020

Applications should be sent to jobs@freerideworldtour.com