



## Job Offer IFSC Communications Assistant

<b>Reporting to:</b>	IFSC Communications Director
<b>Work Unit:</b>	IFSC Marketing & Communications Department
<b>Location:</b>	IFSC HQ, Torino (ITALY)
<b>Travel:</b>	To IFSC institutional meetings and events when necessary.
<b>Type of contract:</b>	Employee, full time. From November 2017 to December 2018 (with possibility of renewal)
<b>Salary:</b>	Entry-level position
<b>Language:</b>	Fluent English compulsory

### About the IFSC

The IFSC is the recognised International Federation for Sport Climbing and therefore manages the development of the Sport across the 5 continents.

It is an exciting period of growth: Sport Climbing is in the programme of the Tokyo 2020 Olympic Games and Buenos Aires 2018 Youth Olympic Games and global interest for the sport is booming worldwide.

The IFSC represents 87 National Federations grouped under 4 Continental Councils (Asia, Europe, Oceania, Pan-America).

The IFSC Calendar has an average of 40 events including World Championships, Youth World Championships, World Cups and Continental Cups and Championships.

The IFSC Marketing & Communications Department is aimed at providing a strategic corporate communications framework and consistent approach for marketing and communicating to its member National Federations, the media, companies, and other stakeholders. The IFSC Marketing & Communications Department is responsible for the promotion of Sport Climbing all around the world, mainly focusing on brand awareness and good reputation. The following activities are managed by the IFSC Marketing & Communications Department: corporate communication, events promotion, online communication, media relations, sponsorship activities, TV rights activities.

The IFSC Marketing & Communications Department works closely with the other IFSC Departments to ensure consistency and efficiency.

The IFSC is now seeking to engage a Communications Assistant in order to support the fast development and increased exposure of Sport Climbing around the world.



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## Job Description

The Communications Assistant will be in charge of a variety of day-to-day tasks for the Marketing & Communications Department, as well as contributing to the organization of the IFSC events. The employee in this position will report to the Director of Marketing & Communications.

The following job description may be adapted during 2018 due to the growth of the IFSC human resources.

## Skills and Qualifications

The job requires an efficient worker with strong organizational and writing skills who is comfortable working in a deadline-driven environment.

Candidate must be a versatile team player with the ability to show grace under pressure. The position requires an organized, dependable self-starter who can juggle a number of tasks and projects at once, under tight deadlines. It is critical that the team member embrace both glitzy and mundane tasks with equal gusto and attention.

## Duties and Responsibilities

- Assist in the media relations:
  - Manage the press clippings on a daily basis using the Meltwater platform
  - Produce press reviews
- Assist in the organization of the IFSC events mainly World Cups, World Championships and Youth World Championships:
  - Collect documents mainly related to the graphic identity
  - Participate in the update of the Event Organiser Handbook and other documents related to the Events
  - Produce the yearly IFSC Marketing Report
  - Liaise with other Departments and on-site officials and agencies to insure successful communication of event
  - Handle production and delivery of IFSC officials' uniforms
  - Produce Reports for Event Organisers
  - Follow-up on Events with Event Organisers
  - Coordinate the recruitment and the tasks of the IFSC Photographer(s)
- Manage the content of the IFSC website: write news, update the existing content, propose improvements, make sure the information is consistent, etc. Previous experience with a content management tool such as Joomla desirable.
- Coordinate the IFSC newsletter: define the content, gather the content, update the template. Experience with MailChimp a plus.
- Support the IFSC Communications agency with the social media (if needed): draft web posts, social media entries (Facebook, Twitter, etc.) and other communication materials that deliver consistent, understandable messages
- Follow-up with IFSC sponsors
  - Implement sponsorship deals (if needed)
  - Produce Sponsor Reports
- Produce/update written communications & marketing documents: Corporate Communication Toolkit, IFSC Logo Guideline...
- Ensure the proper functioning between the IFSC and its service providers mainly but not limited to:
  - Communications Agency
  - Broadcast Agency
  - Digital Agency



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INTERNATIONAL FEDERATION OF **SPORT CLIMBING**  
[www.ifsc-climbing.org](http://www.ifsc-climbing.org)

#### IFSC Photographer

- Provide general support and coordination for the Communications Department, including managing the department calendar, general scheduling for meetings, etc.
- Respond to other matters as needed and assigned
- Graphic design and photo editing skills a plus. Familiarity with Adobe suite (InDesign, Illustrator), Microsoft Suite with an in depth knowledge of Word and Excel are desirable.

#### To Apply

Please send your resume and cover letter via email to [anne.fuynel@ifsc-climbing.org](mailto:anne.fuynel@ifsc-climbing.org) with "Communications Assistant Application" in the subject line not later than **Tuesday, 24<sup>th</sup> October 2017**.