



**European
Gymnastics**

Head Office
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Expression of Interest – Administrative Assistant

European Gymnastics is looking for an administrative assistant in the field of sports and events. This position can be filled by an individual freelancer working remotely or a (temporarily) hired professional working in the Lausanne office of European Gymnastics.

Description of tasks

- Administrative support and coordination for the European Gymnastics events working group (general administrative tasks, organisation of meetings & workshops, writing of agendas and minutes etc.).
- Facilitating of communication between events working group members and other stakeholders (European Gymnastics office, Organising Committees of events).
- Administrative and organisational tasks related to new European Gymnastics events (Online Competitions, European Cup Series, etc.).
- Preparation of general event related documents (reports, guidelines, regulations).
- Willingness to take over other administrative tasks for European Gymnastics if needed.

Essential skills & qualifications

- Professional formation in the field of administration or Bachelor's degree in a related field (Sports Management, Event Management, Business Administration).
- At least 2 years of experience of administration and coordination on a position of a similar level, preferably in the areas of sports or event management.
- Business level English, verbal and written. Knowledge of other European languages is a plus.
- Proficiency in the Microsoft Office Suite resp. other similar tools. Strong abilities in writing and handling of documents.
- Excellent communication- and good coordination / multi-tasking skills.
- Ability to work independently and remotely, but in cooperation with the European Gymnastics team.
- Knowledge of sports administration, especially in gymnastics, is a plus.
- Flexibility to travel within Europe and to work outside usual office hours for meetings and events if needed.

To declare interest

If you are a strong coordinator interested to work in the European world of sports, please send

until **Wednesday, March 27th, 2024** to **jobs@europeangymnastics.com** :

- An **up-to-date CV** including **3 references**.
- A **cover letter** outlining your experience & qualifications and explaining why you are suitable for this role.
- Please include information on **financial expectations** (daily fee (freelancer), salary (temporarily hired professional)) and on your **availability for the position**.

Note: This is a temporary assignment initially planned as 50% position (on average 20 hours per week) for 1 – 1.5 years, with the potential to develop further. Start date: Immediately or by arrangement. Applicants as individual freelancers must fulfil the legal- and tax- requirements for being self-employed in the own country of residency. Applicants for the position as hired professional must have valid Swiss work- and residency permits.

Questions?

European Gymnastics General Director Lisa Worthmann, e-mail: jobs@europeangymnastics.com ,
phone +41 21 613 10 22.

European Gymnastics

European Gymnastics is the continental governing body for the sport of gymnastics and is recognised as such by the International Gymnastics Federation FIG. We represent 50 National Federations and 8.5 million gymnasts all over Europe who take part in our sport from participation level through to international competitive level. We are responsible for the development and operation of European events including the European Championships across multiple disciplines and mass participation events such as Eurogym and the Golden Age Gym Festival.

- **Our Vision:** To be the foundation of a strong community in Europe elevating and inspiring the gymnastics world.
- **Our Mission:** To promote, develop and support synergy among the community to make gymnastics and the people who practise it, at all levels, shine.
- **Our Values:**
 - Respect
 - Unity
 - Excellence
 - Enjoyment