

<b>ROLE</b>	Member services coordinator
<b>DEPARTMENT</b>	Administration
<b>REPORTS TO</b>	Deputy secretary general
<b>EMPLOYMENT RATE, PLACE</b>	50%, office-based (limited travel may be required)
<b>SALARY</b>	To be defined
<b>STARTING DATE</b>	July 2020 or as soon as possible

## OBJECTIVE

The members services coordinator will assist the deputy secretary general in the daily administrative work related to members associations.

## REQUIREMENTS

- Language: English and French to at least B2 level in writing and oral, other languages an asset
- Experience: Employment in a sport governing body or a graduate of sport management studies
- Tools: Advanced user of Microsoft Office
- Knowledge: Strategic planning, good governance in sport and para sport
- Ability: Comfortable working in a team and independently; quick to learn and adapt; good administrative and communication skills

## MAIN AREAS OF RESPONSIBILITY

- Manage new member applications
  - Keep welcome kit up to date
  - Collect and review documents
  - Follow-up with continental associations and National Olympic Committees
- Liaise with existing members
  - Coordinate general inquiries
  - Track membership statuses
  - Maintain members' contact details in Extranet
  - Initially track and ultimately review constitutions and strategies
  - Calculate membership fee
  - Assess fulfilment of minimum activity requirements
- Support para archery and classifiers committees
  - Take minutes of meetings
  - Administrate classification forms and database
  - Support organisation of classification
- Extranet user management
  - Create accounts, manage privileges and users
  - Troubleshooting
- General
  - Create and maintain general guidelines or manuals for member associations
  - Support other member association-related activities, such as managing monthly calls
- Other governance-related assistance to secretary general or deputy secretary general

**DEADLINE FOR APPLICATIONS**

31 March 2020

**INTERVIEWS**

April 2020

**CONTENT OF APPLICATION**

- Curriculum vitae
- Motivation letter

**CONTACT**

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