ROLE	**Project coordinator**
DEPARTMENT	Sport
REPORTS TO	Head of events and marketing
EMPLOYMENT RATE, PLACE	Full-time (100%), Lausanne (Switzerland)
STARTING DATE	January 2026 or as soon as possible

OBJECTIVES

World Archery Federation is looking for a proactive and organised project coordinator to support its events and marketing departments. This full-time, permanent position is based in Lausanne, Switzerland, reporting to the head of events and working closely with the marketing manager.

REQUIREMENTS

Qualifications and experience

- Currently pursuing or recently completed a bachelor's degree in sports business management, marketing, event management or a related field.
- Proven experience in administrative support, project coordination or event organisation (e.g. internships, volunteer roles or part-time work in a sport or marketing organisation).
- Certifications in digital marketing (e.g. Google Ads, Markom diploma or similar) are a significant advantage.
- Experience collaborating across internal departments or supporting diverse teams.
- Demonstrated passion for sports, particularly within an international context.

Skills and competencies

- **Organisation and task management:** Exceptional organisational skills with the ability to manage multiple tasks, prioritise effectively and work under pressure.
- **Communication and collaboration:** Strong verbal and written communication skills; adept at fostering teamwork and facilitating cross-functional collaboration.
- **Proactive and solution-oriented:** Motivated, confident and ambitious, with a proactive approach to identifying and resolving issues.
- **Analytical aptitude:** Ability to analyse information and contribute to data-driven discussions.

Language proficiency

- Fluent in French (mother tongue) and highly proficient in English (C1 level). Other languages at an intermediate level, such as Spanish, Russian or Arabic, are an asset.

Technical proficiency

- Proficient in Microsoft Office 365 (Word, Excel, PowerPoint).

MAIN AREAS OF RESPONSIBILITY

Cross-departmental coordination

- Facilitate communication and collaboration between the events and marketing teams, ensuring alignment on project timelines, deliverables and strategic objectives.
- Support the head of events and marketing department leads in scheduling meetings, preparing agendas and distributing relevant documentation.

Event support

- Assist in the administrative and logistical preparation for international events (e.g. Indoor World Series), including venue coordination, accreditation processes and supplier communication.
- Contribute to the organisation of event-related seminars and workshops, and support the creation, updating and drafting of event manuals, guidelines, bidding documents, organiser contracts and other documentation for events projects and operations.
- Collect and process data for invoicing travel costs to local organising committees.
- Assist with the preparation and documentation for inspection visits.
- Support coordination with technical delegates or assistant technical delegates for events worldwide, providing administrative and logistical assistance.
- Produce technical and branding documents for local organising committees in cooperation with the marketing manager.
- Support on-site event operations as required, ensuring smooth delivery.
- Help compile post-event reports and feedback.

Marketing support

- Assist in the coordination and tracking of marketing campaigns across various platforms, leveraging digital marketing knowledge (e.g. Google Ads).
- Support the creation and distribution of marketing materials, content and communications for events and general federation activities.
- Help monitor and analyse marketing performance metrics, contributing to reporting.
- Collaborate on internal projects to enhance branding and outreach efforts.

General project management support

- Maintain project documentation, timelines and action logs across both events and marketing sides of the department.
- Provide comprehensive administrative support, including data entry, correspondence, general office tasks and monitoring/updating information on internal platforms (e.g. WAREOS).
- Manage and file expenses and claims for the events and marketing department with the accounting department.
- Assist with budget tracking and expense reporting related to specific projects.

The project coordinator will play a dynamic supporting role in the planning, execution and coordination of World Archery's international events and marketing initiatives.

This position is ideal for a highly organised individual with good communication skills and a passion for sports, who can efficiently manage multiple tasks, bridge departmental efforts and contribute to seamless operational delivery and effective marketing campaigns.

This role requires some international travel (approximately 60 days per year) and the ability to work effectively with different cultures and across various time zones.

CANDIDATURE PROCESS

DEADLINE	**14 December 2025**
INTERVIEWS	**End of December 2025 or early January 2026**
CONTENT OF APPLICATION	• Curriculum vitae • Motivation letter
CONTACT	Ms Jenny Pillonel: hr@archery.sport