

WE ARE HIRING

Location: Epalinges, Switzerland
Start date: immediately (or to be defined)

EGA

European Golf Association

To apply please send CV &
cover letter to info@ega-golf.ch
**We will only respond to the applications
that match the job requirements**

PROJECT & EVENTS COORDINATOR (80-100%)

JOB DESCRIPTION

In your capacity as Project & Events Coordinator you will be reporting to the General Secretary and working alongside all members of the EGA team on a wide variety of tasks. The main areas comprise of project coordination, communications & marketing, championship organisation as well as the EGA's governance and administration.

MAIN RESPONSIBILITIES

- Assist the General Secretary in various projects (*preparation and reviewing of guidelines, procedures and concepts*)
- Collaborate with the Communications Manager on Social Media and Communications (*article writing, social media posts, website updates*)
- Work with the Championship Director on the organisation of championships (*tournament set-up, attendance at events*)
- Assist the Office Manager by providing administrative support (*workshops & meetings preparation, transport & logistics*)

CANDIDATE REQUIREMENTS

- Bachelor or higher degree ideally in Sports Administration, Marketing, or equivalent
- Ability to multitask, manage projects, work independently, prioritize tasks and meet deadlines
- Excellent English written and verbal communication skills, very good copywriting and proofreading skills. Very good knowledge in French is a plus.
- Good knowledge of social media platforms (primary Instagram, Facebook, Twitter and YouTube)
- Computer literate (MS Office, experience with Adobe Creative Cloud or Canva is a plus)
- Knowledge of administrative processes and procedures
- Positive mindset and a team player
- Flexibility to travel during peak times

ABOUT THE EGA

The European Golf Association (EGA) is a non-profit organization which was founded in 1937. It is an association composed of 49 members (European national golf authorities) in the aim to further promote golf at the highest level of amateur competition, strengthen the unity of its members, and coordinate best practice for the development and sustainability of golf throughout Europe.

The EGA organizes and coordinates over 20 European amateur golf championships and international matches

for elite amateur golfers every year in collaboration with its member federations. The EGA also oversees the application of the World Handicap System in Europe.

For more information concerning the EGA's activities please visit :



@EGA_golf



@EuropeanGolfAssociation



@EGA_golf