



## **Job Description | Paid Internship - Sport Innovation and Events**

**Start Date: January 2025**

**Duration: 4 months (flexible)**

### **Paid internship**

Are you looking for an experience within the world of international sport? Are you a multi-tasker with an entrepreneurial mindset? Then this internship is for you.

### **About ThinkSport**

Founded in 2015 by IOC and Canton de Vaud, Switzerland.

We are based at the heart of the Olympic capital Lausanne Switzerland surrounded by 40+ International Sport Federations and organisations with which we collaborated actively.

We foster a vibrant national and international sporting ecosystem identifying needs and trends and sourcing innovative solutions.

Our vision is “Shaping the future of sport, by building the leading hub for sport innovation where sports organizations, athletes, businesses and science work together, connected and committed to sustainability, health and well-being, excellence, and growth in sport.”

Our mission is to stimulate the emergence of innovative projects and solutions, fostering collaboration and knowledge exchange among stakeholders. Through these efforts, we aim to promote the Canton de Vaud as a leading center for sport innovation, while also elevating our brand awareness both in Switzerland and abroad. We foster connections within the global sport community, facilitate collaborative efforts aimed at driving positive change and help shape the future of sports on a global scale.

### **Events**

THE SPOT is ThinkSport's flagship event that brings together visionary people from international sports organisations, businesses, start-ups, academic institutions as well as investors to stimulate progress in sport. Designed to showcase and promote innovative ideas, products, companies, and best practice, this international event engages diverse sectors from Switzerland and beyond, for collaboration, inspiration, and a uniquely enthralling experience.



### **Innovation Activities**

Sport Innovation Challenges are international calls designed to help solve specific International Federation needs or global sport issues by bringing new ideas or identifying disruptive solutions. Participants are selected Internationally and range from start-ups, scale-ups, academics/students, hackers.

Start-up and entrepreneurship support immersion, incubation and acceleration, management of the A365 accelerator of the IOC.

### **Opportunities available through this position:**

- Experience a variety of work responsibilities within THE SPOT and other ThinkSport events and programmes
- Work in a dynamic environment, supporting its growth
- Actively participate in developing and delivering an innovative B2B event
- Engage with the international sport industry
- Understand of the sport industry in a broad sense, through: international sport federations, businesses, academic institutions, research & development laboratories, public sector, international organisations & non-governmental organisations

### **Responsibilities to include:**

- Assist in all aspects of event management (admin, logistics planning, technical support, on-ground event operations) for THE SPOT, SPOTlight workshops, and other events such as Sport Innovation Challenges kick off and finales
- Assist with the management of requests and administrative tasks relating to all relevant stakeholders in the sport ecosystem (e.g. Startups, international sport federations, academics)
- Assist with Innovation activities addressing incoming requests by email, platforms and helping the team on administrative tasks.
- Assist with data management (database, members, calendar, job section, etc.) and CRM implementation



- Assist and participate in the ThinkSport team development meetings (about strategic development of the organisation)

**Requirements :**

- Proficient in English and French
- Very good command of Microsoft Office (Word, Outlook, Powerpoint, Excel)
- Flexible, organised and proactive
- Dynamic, invested and enthusiastic personality, with a strong team spirit
- Thinking out of the box with creative and dynamic ideas
- An interest in sport and innovation
- Knowledge and/or interest for IT tools (Adobe, premiere pro, Salesforce, Canvas, project/work management tools etc.)
- Valid work permit for Switzerland

**How to apply:**

Please send your application by email to [info@thinksport.org](mailto:info@thinksport.org) with the subject heading “Application - Internship - Sport Innovation and Events”

Application deadline: 30 December 2025

Please attach your CV + Cover letter to the email.