

# Events and Administrative Support Intern



SportAccord's World Sport & Business Summit, known as 'SportAccord,' is the leading global event for sport leaders, including International Federations, the IOC, host cities, and industry stakeholders. It offers key opportunities for networking, knowledge sharing, and strategic partnerships. SportAccord also hosts the annual IF Forum, a 3-day event with focused sessions for International Federations.

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## Job title: Events and Administrative Support Intern

### + Main responsibilities

- Support day-to-day operations and assist with planning and delivery of the SportAccord World Sport & Business Summit and the IF Forum.
- Plan and coordinate logistics for SportAccord Executive Committee meetings, including room hire, invitations, catering, and other arrangements.
- Prepare papers for the Executive Committee meetings.
- Provide logistical support for events, including AV, hospitality, catering, accommodation, flights, visas, and transportation.
- Provide support on the registration platform; serve as a contact for registration, accreditation, accommodation, visa support, and transportation.
- Provide ongoing support with attendee registrations and ensure smooth flow and coordination.
- Organise travel and accommodation arrangements, draft site visit agendas, and keep track of meeting minutes.
- Help source speakers and collect biographies and photographs.
- Assist with planning the conference programme.
- Keep internal shared folders organised and up to date.
- Produce reports and project briefs.
- Handle administrative tasks, such as managing mail, filing, ordering office supplies, and booking travel and accommodation.

### + Education and experience

- Higher education.
- Experience in sport or corporate event planning and delivery.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, SharePoint).
- Experience with project planning software.
- Ability to work as part of a team in a multicultural environment.
- Excellent written and verbal communication skills in English, other languages an advantage.
- Ability to work under pressure and meet deadlines.

## + Skills

- Strong communication and problem-solving skills.
- Ability to work as part of a team and collaborate effectively.
- Ability to set high standards of administrative professionalism.
- Honest, discreet, and ethical.
- Highly organised and able to multi-task.
- Attention to detail.
- Positive, flexible, and optimistic attitude; able to adapt quickly.

## + Submit your application

If you are a highly motivated and organised individual with experience in event planning and a passion for sport, we encourage you to apply for this exciting opportunity.

Please submit your covering letter and CV to the attention of SportAccord at [hr@sportaccord.sport](mailto:hr@sportaccord.sport).

For further information on SportAccord, consult [www.sportaccord.sport](http://www.sportaccord.sport).