

Founded on 14th April 1900 in Paris, the Union Cycliste Internationale (UCI) is the world governing body for cycling. Its mission is to develop and supervise cycling in all its forms and for everybody, as a competitive sport, as a healthy recreational activity and as a means of transport and having fun. Additionally, the UCI promotes a number of its own events, including the UCI Road World Championships, an iconic annual event, and a wide range of other UCI World Championships and World Cups across the various disciplines. It is based in Aigle, Switzerland, at the UCI World Cycling Centre.

For its Digital Transformation Department, the UCI is looking for a:

Digital Project Coordinator (80%)

English and French

Mission:

The Digital Project Coordinator is responsible for managing all projects related to the UCI Digital ecosystem (website, data collection, and others), from requirements to effective launch in close collaboration with internal and external stakeholders. The Digital Project Coordinator is also accountable for all UCI Digital platforms to be up to date in terms of content and work properly.

Main tasks:

Project management - My World of Cycling:

- Analyzing project requirements and preparing budgets and schedules
- Liaising with relevant teams, clients, and managers involved in Digital projects
- Developing detailed designs, plans, and monitoring progress as well as writing up reports
- Contributing to the daily tasks of each project : campaigns setup.

Daily management/support/monitoring of the website www.uci.org :

- Training of stakeholders
- Website modifications
- Website performance monitoring with UCI IT and website agency
- Analytics reports on the UCI website: traffic, audiences, profiles, locations.

Content management:

- SEO strategy definition, implementation: establish best practices on site, on page and off site, and monitor search engines evolutions/ impact on uci.org to stay up to date
- Contribute to the content creation for the website, in collaboration with the content strategy deployed by the Content Studio
- Ensure that our main events are well showcased on the website: live timing, race information, video player when available.

Marketing and TV:

- Ensure the visibility of our events online by working with the TV and broadcaster teams (live streaming, broadcast intentions...)
- Work with the marketing team in defining, managing and reporting on digital activations.

Profile:

- Master's degree in business, marketing, e-marketing or any relevant field to the mission
- English/French (spoken and written)
- Excellent drafting skills, great ability to summarize material and create activity/performance reports
- Ability to communicate and share information effectively with both internal and external stakeholders
- Knowledge of sport and passion in cycling is key
- Proactive, enthusiastic, loyal, team player, ease in handling human relations in a multicultural environment
- Familiarity with analytics tools, most common CMS platforms, projects management softwares and Office
- Openness to occasionally travel, work weekends and irregular hours



Union Cycliste Internationale (UCI) has been EDGE 'Move' certified since January 2022. EDGE certification is the international reference standard for organisations in terms of gender equity. The UCI is the first international sports federation to be EDGE 'Move' certified.

Start date: Immediately or to be agreed

Join us and you will have every opportunity to showcase your skills, get involved in exciting sporting activities, and contribute to the success of a modern and dynamic organisation. If you are interested in this position and you meet the criteria outlined in the profile, please e-mail your application and supporting documents (covering letter, CV, employment references and qualifications) to the following address: job@uci.ch.



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