

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.

To strengthen its Communications, Marketing, Medias and CSR Department, the UCI is looking for a :

## **Medias, Partnerships and Marketing Intern (100%)**

### **English-French**

#### **Mission:**

Reporting directly to the Director of Communications, Marketing, Media and CSR, the intern will be responsible for providing support in managing the Department's administrative tasks and assisting the teams with their various projects.

#### **Key responsibilities:**

- Manage and monitor contracts, invoices, schedules, create reports, draft minutes of meetings, and any other administrative tasks linked to the various teams' projects.
- Support the management of media productions (contracts, travel, accommodation) in collaboration with the Media Production and Distribution Manager.
- Assist the Media Production and Distribution Manager in the day-to-day management of UCI video platforms: organization and management of digital archives, as well as support in the management of livestream files on our YouTube channel.
- Contribute to the creation of sales presentations in collaboration with the Senior Partnerships Sales Manager
- Support the implementation of commercial contracts: administrative follow-up, production planning, material management, liaison with the marketing team.
- Support the department in organizing events: meetings, seminars, partner visits, conferences.

#### **Profile:**

- You have completed or are in the process of completing higher education and are keen to gain initial experience in marketing and media.
- Perfect command of English and French, both spoken and written
- Proficiency in MS Office (Excel, Word, PowerPoint, Outlook), Canva a plus
- Basic knowledge of content management via a CMS is required
- Knowledge of YouTube an asset
- Shooting and editing skills welcome, especially to have someone comfortable with video content and able to work on the UCI's digital platform
- You have a customer service mindset and an excellent eye for detail
- Excellent writing and organizational skills
- Sense of responsibility, autonomy, proactivity, adaptability
- Excellent interpersonal skills
- Strong interest in sport, with cycling an asset.

**Start date:** Immediately or to be agreed

**Duration :** 8 to 12 month (to be agreed)

Join us and you will have every opportunity to use your skills, to be involved in current sporting activities and to 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](mailto:job@uci.ch)



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.