



OPEN POSITION:

IBU DUAL CAREER ASSISTANT

10 h/WEEK ON A FREELANCE BASIS

About the IBU & IBU Academy

The International Biathlon Union (IBU) is the international governing body for the Olympic sport of biathlon, recognized by the International Olympic Committee (IOC). Headquartered in Anif, Austria, the IBU is a non-profit organization overseeing competition organization and sport regulation worldwide. In collaboration with its 63 member national federations, the IBU promotes and develops biathlon participation through competitions, events, programs, and educational initiatives.

The IBU Academy within the IBU is committed to fostering the development of athletes, coaches, and officials in the biathlon sport. We provide innovative and high-quality education programs that contribute to the growth and professionalization of biathlon on a global level.

Role Purpose

The IBU is hiring a Dual Career Assistant to support the Erasmus+ project DC4Biathletes and initiatives related to dual career pathways for athletes. This role includes content creation, communication with stakeholders, and operational & administrative support.

Key Responsibilities

The Dual Career Assistant will:

- Support Erasmus+ projects related to dual career, including coordination, dissemination, outreach, and participation in activities and meetings.
- Support in creating content for dual career programs, including educational materials, brochures, e-learning programs, and other digital content.
- Support the Education Manager in developing and implementing dual career initiatives for athletes.
- Contribute to public relations efforts, including website updates, social media, and promotional initiatives.
- Coordinate communication with athletes, experts, and stakeholders on dual career opportunities.
- Occasionally travel to attend activities and meetings related to dual career projects.



Qualifications, Skills & Experience

- Experience in content creation, project planning, and coordination.
- Strong communication and organizational skills.
- Passion for sports management, athlete career development, and education.
- Ability to work independently and in a team-oriented environment.
- Knowledge of biathlon (preferred).
- Experience in a sports federation, educational programs, or athlete career transition projects (preferred).
- Fluent in English (spoken and written).

What We Offer

- A freelance position (10 hours per week) in an international sports environment, available to start immediately.
- Flexible working hours with remote work option.
- An opportunity to contribute to athletes' career development.

Location

Remote or based in Anif, Austria.

Compensation

This is a freelance position, paid hourly for 10 hours per week. The exact rate will be determined based on qualifications and experience.

Application Process

Interested candidates should submit:

- A cover letter explaining their motivation for applying.
- A full CV detailing education and experience.

Applications should be sent to academy@ibu.at by 15 April 2025.