



OPEN POSITION:

## **IBU EDUCATION COORDINATOR**

38,5 h/WEEK, PARENTAL LEAVE REPLACEMENT

### **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 biathlon. We provide innovative and high-quality education programs that contribute to the growth and professionalization of biathlon on a global level.

### **Role Purpose**

To support the Academy team during a parental leave period (01 June – 30 September 2025), we are seeking a motivated and structured Education Coordinator to assist with administrative and operational tasks.

### **Key Responsibilities**

The Education Coordinator will:

- Provide administrative and operational support to the IBU Academy team.
- Assist in the organization and coordination of educational and research programs.
- Support the development and management of online and in-person learning materials.
- Help with logistical planning for courses, workshops, and events.
- Manage data and documentation related to education projects.
- Assist with communication and coordination between internal and external stakeholders.
- Contribute to the continuous improvement of processes and workflows within the Academy.



## Qualifications, Skills & Experience

- Strong organizational and project coordination skills.
- Experience in administrative roles, preferably within sports or education organizations.
- Proficiency in office tools and digital platforms (e.g., Microsoft Office, e-learning platforms).
- Excellent communication skills and a team-oriented mindset.
- Preferred education: sports management, sports science, business education, or other related fields.
- Fluency in English (spoken and written); additional languages (e.g., German, Russian) are an advantage.
- Passion for biathlon or winter sports is a plus.

## What We Offer

- A fixed-term and full-time position (38,5 hours per week) in an international sports environment starting on the 1st of June 2025 and ending on the 30<sup>th</sup> of September 2025.
- A dynamic and international working environment in the world of biathlon.
- A flexible and supportive team culture.
- The opportunity to contribute to the operational success of the IBU Academy.
- The possibility for travel related to educational programs and events within the IBU Academy

## Location

Anif, Austria.

## Compensation

A gross monthly salary for the period oriented on the Austrian Collective Agreement for Trade (Österreichischer Kollektivvertrag für Handel). The actual salary will reflect the candidate's qualifications and work 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](mailto:academy@ibu.at) by 15 April 2025.