

MARKETING COORDINATOR

JOB DESCRIPTION

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| DEPARTMENT | Events and Marketing |
| REPORTS TO | Head of Events and Marketing |
| EMPLOYMENT RATE, PLACE | Full time, Lausanne based, with possible travels (est. 20 days per year) |
| SALARY | To be defined |
| STARTING DATE | January 2020 |

OBJECTIVES

The marketing coordinator will have the task to manage the relationships between World Archery and archery manufacturers, but also to be active in the management and research of sponsors and assisting in marketing World Archery events to potential cities and organisers.

REQUIREMENTS

- Languages: French and English, additional languages is a plus (CEFR equivalence C1 minimum in both languages)
- Use of regular office softwares and tools
- Knowledge in Adobe Suite tools
- Business School Degree in marketing
- Knowledge of the sport of Archery, or Olympic sport preferred

MAIN AREAS OF RESPONSIBILITY

- Point of contact for Archery Manufacturers and Industry
- Archery industry marketing and sponsoring programme supervisor
- World Archery shop coordinator (inventory control, sales, shipping, new products)
- Copyright control and IP protection
- Keep tracking of all sponsorship contracts for their implementation (in cooperation with third-party company)
- Production of technical and branding documents for LOCs - In cooperation with Event Coordinator.
- Supervise licensing processes
- Implementation of apparel company sponsorship (uniform inventory control, distribution, customer care)
- Invitation of VIP to events
- Preparation of reports to sponsors

CANDIDATURE PROCESS

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| LIMIT DATE | 30 September 2019 |
| INTERVIEWS | October 2019 |
| CONTENT OF APPLICATION | <ul style="list-style-type: none">• Curriculum Vitae• Motivation Letter |
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