

WOA Development Officer Americas Job Description

- *Develop and strengthen the capacity of National Olympians Associations (NOAs) in line with WOA standards and guidelines.*
- *Facilitate good relations and collaboration between NOAs, NOC ACs and NOCs*
- *Promote and deliver programmes and opportunities for Olympians*

Responsibilities

- 1. Provide face to face and remote support in the Americas to NOAs working towards the [WOA Checklist of Standards](#).**
 - a. Provide training, education and support on effective NOA leadership, governance, communication and programme delivery
 - b. Support WOA Grant applications
 - c. Deliver workshops and meetings to discuss and share best practice between NOAs
 - d. Support NOA annual planning
 - e. Ongoing progress monitoring
- 2. Maintain and expand the number of NOAs in the Americas by supporting the creation and activation of new NOAs and enhancing the capabilities of existing NOAs**
 - a. Provide advice and support to NOAs to fulfil WOA membership criteria as per the [NOA Start up Guide](#)
- 3. Facilitate positive relations and collaboration between NOAs, NOC ACs and NOCs**
 - a. Support good communication between stakeholders
 - b. Promote the value of Olympians as ambassadors for the Olympic Movement
- 4. Promote and deliver WOA programmes and opportunities**
 - a. Facilitate OLY registrations through OLY Ceremonies and NOA/AC/NOC communications
 - b. Promote WOA, IOC and stakeholders Grant opportunities
 - c. Promote WOA supported education / training / employment opportunities
 - d. Promote WOA Games Time opportunities
- 5. Support the development of resources and best practice**
 - a. Build out and update the NOA Guide
 - b. Take on global projects as agreed to share best practice, streamline processes and ensure consistency of support
- 6. Provide WOA with feedback, activity updates and progress reports**
 - a. Attend regular catch ups with WOA teams
 - b. Provide content for WOA reports and stories
 - c. Run quarterly catch ups with WOA Executive Committee members from the Americas

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Training, language and technical skills

- University degree, equivalent qualification, or professional experience deemed equivalent
- Experience with digital platforms, CRM platforms and media monitoring tools
- Highest standard of English and Spanish verbal and written communication. Knowledge of other languages is desirable
- Being an Olympian is an advantage
- High competency with IT programmes such as Microsoft Office and CRM systems

Organisational and personal competences

- Strong time-management skills and an ability to work in dynamic environments and meet deadlines
- Keen sense of priorities to ensure efficient administration of projects; ability to multitask; assiduity in following up files
- Attention to detail and initiative to resolve problems creatively
- Proactive and independent worker (previous experience of remote working is desirable)
- Rigorous professional ethics; sense of initiative; ability to work in a dynamic environment and still respect deadlines
- Ability to work with people from varying backgrounds, cultures, experiences, languages and management levels

Behaviour and attitude

- Respect the Olympic Values and internal rules of conduct and all instructions and procedures in place (information security, Code of Ethics, project management methodology, etc.)
- Collaborative, optimistic and solution-oriented team player
- High level of flexibility in a continually evolving environment
- Diplomacy, loyalty and discretion combined with solid professional ethics
- Enthusiasm, proactivity and efficiency

To apply, please send your CV and Cover Letter in English explaining why you are perfect for this job to HR@thewoa.org by September 6, 2023.