

## JOB DESCRIPTION

### Main responsibilities

Recruitment	Sports Department
Function : WOA Development Officer, Americas	<b>Mission</b>
Employment type : Contract, by calendar year	<b>Support World Olympians Association with the development of National Olympians Associations in Americas</b>
Start date : August 2019	
Location : Americas	<i>The employee may be asked to take on responsibilities other than those required by the job.</i>
Reports to : WOA Senior Manager	
<ul style="list-style-type: none"> <li>• Provide face to face and remote support to NOAs in the Americas as identified by WOA:               <ul style="list-style-type: none"> <li>- Facilitation of NOA development plans</li> <li>- Training and education on effective NOA leadership, governance and programme delivery</li> <li>- Support with NOA paperwork / grant applications</li> <li>- Support relationship development between NOAs and their relevant stakeholders including their NOC</li> <li>- Ongoing progress monitoring</li> </ul> </li> <li>• Support WOA's development of NOA resources and best practice</li> <li>• Provide WOA Senior Manager with feedback, activity updates and progress reports</li> <li>• Promote WOA within the Americas</li> </ul>	

### Training, language and technical skills

- Two years' experience within international sports or non-profit industry
- High level of English and Spanish is required. Knowledge of other languages is desirable
- Being an Olympian is an advantage
- High competency with IT programmes such as Microsoft Office and CRM systems
- Training, education or coaching experience

### Organisational and personal competences

- Based in the Americas and able to travel for work from time to time
- Proactive and independent worker (previous experience of remote working is desirable)
- Sense of confidentiality and appropriate communication of information
- 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 to [rebecca.pike@olympic.org](mailto:rebecca.pike@olympic.org) by Monday 27 May 2019