

The IIHF, founded on 15 May 1908 in Paris, France, is the governing body of international ice hockey. The IIHF features 82 member associations, each of which is the national governing body of the sport in its nation. Besides controlling the international rulebook, processing international player transfers, and dictating officiating guidelines, the IIHF runs numerous development programs designed to bring hockey to a broader population. The IIHF also presides over ice hockey in the Olympic Games, and over the IIHF World Championships at all levels, men, women, men under-20, men under-18 and women under-18. Each season, the IIHF, in collaboration with its local organizing committees, runs different World Championships in five different categories.

Marketing & Communications Coordinator (f/m/d) 100%

Comfortable in a dynamic environment, the ideal candidate will report to the Commercial, Communications & Marketing Director. This role is an exciting opportunity for someone who has gained first experience in the field of marketing or communications. The Communications & Marketing Coordinator must be an organized multitasker who is able to handle many different projects and meet tight deadlines.

You will work closely with our IIHF Member National Associations, internal departments, members of the media, and other stakeholders within our sport.

Key Responsibilities

- Assist the Commercial, Communication & Marketing team in the implementation of department activities including but not limited to marketing campaigns, event preparations, promotion plans, media measures
- Support to the Commercial, Communications & Marketing Director
- Assistance in the organization and coordination of marketing & communications activities during IIHF events and championships including onsite roles
- Coordination with our IIHF partners, sponsors, and supplier pool members
- Account management including handling for accreditations, ticket requests, invoicing, and the IIHF Equipment Support Program.
- Coordination of the IIHF gifting and merchandise materials including new products, ordering process, inventory, event preparation and shipment
- Support staff in assigned project work if necessary
- Perform other duties as assigned by the Commercial, Communications & Marketing Director

Skills and Qualifications

- Bachelor's degree in a relevant discipline e.g. marketing, communication, sports marketing, sports management, or similar education
- Past working experience as a marketing coordinator or in a similar role is a plus
- Familiarity with event management
- Fluency in English is required, German or other languages are a plus
- Excellent written and verbal communication skills
- Strong organizational and administrative skills
- Team-player and ability to work under pressure in a fast-paced work environment
- Professional knowledge of all Microsoft Office programs. Knowledge of Adobe Creative and video editing software is a plus
- Willingness to travel internationally

Benefits

We offer you exciting and varied tasks with independence and responsibility. In addition, a motivated team and attractive employment conditions await you. In this function there is the possibility to work remotely by arrangement.

The IIHF would like this position to start as soon as possible.

Contact

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