



INTERNSHIP EVENTS COMMUNICATION – 100%

IMMEDIATE OR UPON AGREEMENT / 12 MONTHS CONTRACT
IN ITTIGEN NEAR BERNE, SWITZERLAND

ABOUT WFSGI

The World Federation of the Sporting Goods Industry (WFSGI) is an independent non-profit and non-governmental association formed by sports brands, manufacturers, suppliers, retailers, national federations and other sporting goods industry related businesses.

WFSGI has over 300 direct members (including leading sport brands such as Nike, adidas, Asics, puma, NB and Under Armour as well as global retailers such as Intersport, Sport 2000 and Decathlon) and represents approximately 70% of the global industry by turnover. As the sole global industry representative, WFSGI plays an important strategic role in the support and promotion of the sporting goods industry worldwide and is officially recognized by the International Olympic Committee as the industry representative within the Olympic family. On behalf of the industry, WFSGI's daily work involves everything from global trade wars and labelling requirements to the development of sport regulations and the promotion of physical activity.

We believe in global solutions through international teamwork.

More about us: www.wfsgi.org

WHO WE ARE LOOKING FOR

Have you just finished (or are in your final year of) your university studies and are looking for your first opportunity to apply your skills in a unique international organisation?

Are you fluent in English (written and spoken)? Are you a well organised and pragmatic person with excellent organisational and communication skills who can take the initiative and add value to a team?

If the answers to these questions are 'yes', then we want to hear from you.

All of our interns are given responsibility and the opportunity to make an impact from day one. We are a close knit team and we look for university graduates who are proactive, love taking ownership of tasks and who thrive on collaboration in a supportive workplace.

The WFSGI team is growing and we are ready to give you the right start for your career.

YOUR INTERNSHIP

The intern's tasks will be to support the WFSGI Events Manager in all areas. The main focus will be delivering, with the support of the Events Manager, the communications for the international conferences we own and manage such as, the [World Manufacturers Forum](#),

the [World Cycling Forum](#), the [World Sports Forum](#) and for our internal industry meetings including our twice yearly Annual Meetings, our General Assembly and Committee meetings and adhoc other events. Your specific responsibilities will include the promotion, support and preparations of our events and meetings using all available communications tools (social media, website, direct mailing, press information, event tools, etc.).

With the wide variety of work carried out by the WFSGI, you will from time to time be asked (or have the opportunity) to involve yourself in other areas of our business. This will allow you to develop a broader understanding of the WFSGI and a wider range of skills. The nature of our role means that all WFSGI team members share a common attribute which is the willingness to collaborate, 'get stuck in' and help one another to ensure we deliver the best service possible for our members. We expect our intern to do the same.

We are looking for an intern who grasps these opportunities with both hands and who develops skills during the year that makes them an essential part of the WFSGI team. In return, the internship will give you invaluable, real-world experience and the opportunity to engage with and learn from industry leaders.

Your place of work will be in the Haus des Sport in Ittigen near Berne.

JOB DESCRIPTION

- Support the Events Team in all event communication aspects
- Prepare meetings, events or trade shows and in certain cases participate at meetings to ensure the organizational part is running well
- Create press releases
- Support the development of the WFSGI website for the events
- Support and promote the events through social media engagement (Twitter, LinkedIn, Facebook, YouTube, etc.), our website and other communication tools.
- Other work as required by WFSGI Senior Management

CANDIDATE REQUIREMENTS

Essential

- Bachelor or Master Degree in Media and Communication, Economics or Marketing (or in process)
- Excellent English skills both written and spoken (German/French an advantage)
- Reliable, fast thinker, responsible, proactive and demonstrates initiative, flexible, creative and independent personality
- A team player who takes pride in their work
- Good and analytical organizational skills

- A digital native with excellent computer skills (Excel, Word, PowerPoint, Outlook, InDesign, Photoshop, Social Media, WordPress and CMS)

Desirable

- Photography and Videography skills
- A passion for communications and events management
- An interest in physical activity, sport or the sporting goods industry

WE OFFER

- First working experience in the global federation of the sporting goods industry
- Unique insight into various fields of activity in the sporting goods sector
- Work in a truly international environment with rapidly evolving focal points and varying fields of attention often related to topics in the global headlines
- Contact to wide range of global sporting goods companies
- Personal development opportunities through independent and innovative work in a small, supportive team
- Opportunity to help shape the operating environment of the WFSGI by means of creativity and personal commitment to the field of work
- A fair internship remuneration and advanced working conditions

If you are looking to start a challenge in a sportive environment then we are looking forward to receiving your written application (no more than one page) and a detailed CV (no more than two pages) electronically until March 15, 2019:

WFSGI - World Federation of Sporting Goods Industry

Emma Mason, Vice President Strategic and External Affairs

emason@wfsgi.org

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