Founded on 14th April 1900 in Paris, the Union Cycliste Internationale (UCI) is the world governing body for cycling. Its mission is to develop and supervise cycling in all its forms and for everybody, as a competitive sport, as a healthy recreational activity and as a means of transport and having fun. Additionally, the UCI promotes a number of its own events, including the UCI Road World Championships, an iconic annual event, and a wide range of other UCI World Championships and World Cups across the various disciplines. It is based in Aigle, Switzerland, at the UCI World Cycling Centre.

For its Communications, Marketing, Media and CSR Department, the UCI is looking for a:

Communications Events Project Coordinator

(100%)

English-French

Mission:

As part of the Communications, Marketing, Media and CSR Department, you will be involved in every stage of our projects — from briefing and strategic planning to drafting recommendations in French or English, budget management, production oversight, and post-production. Acting as the project lead under the supervision of the Corporate Events & Branding Manager, you will manage events in a diverse range of formats: in-person, hybrid, and 100% on-line.

Key responsibilities:

- Manage the commercial and administrative aspects of event organisation
- Coordinate all stages of planning UCI events, particularly the UCI Congress and seminars
- Oversee the selection and management of external service providers
- Supervise logistics and service providers across all events
- Ensure the smooth execution of event planning and delivery (venue selection, speaker coordination, etc.), while respecting deadlines, contractual obligations, and budget constraints
- Uphold the UCI's standards, values, and brand identity across all events
- Contribute to the creative development of event concepts and bring added value by building on past editions
- Be present on-site during events to ensure everything runs smoothly
- Support the manager with day-to-day tasks and project administration
- Develop a communication and promotional plan for each event
- Collect and analyse attendee feedback to evaluate participant satisfaction
- Produce a comprehensive post-event report
- Measure event impact using appropriate tools and KPIs (e.g., participant satisfaction, media coverage, stakeholder engagement)
- Identify areas for improvement and make actionable recommendations for future events.

Profile:

- Higher education degree
- 3–4 years of experience in a similar role in an event agency, hospitality, trade show organization, or a corporate events team
- Fluency in both French and English, written and spoken
- Strong organisational skills, ability to prioritise, and attention to detail
- Client-focused, autonomous, and capable of working under pressure
- Proactive, dynamic, and creative, with a collaborative mindset
- Committed to quality, responsiveness, and professional excellence.

Union Cycliste Internationale (UCI) has been EDGE 'Move' certified since January 2022. EDGE certification is the international reference standard for organisations in terms of gender equity. The UCI is the first international sports federation to be EDGE 'Move' certified.

Start date: Immediately or to be agreed

Join us and you will have every opportunity to use your skills, to be involved in current sporting activities and to contribute to the success of a modern and dynamic organisation. If you are interested in this position and you meet the criteria outlined in the profile, please e-mail your application and supporting documents (covering letter, CV, employment references and qualifications) to the following address: job@uci.ch

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