

Founded on 14<sup>th</sup> 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 Department, the UCI is looking for a:

## **Communications Assistant (100%)**

### **English - French**

#### **Role:**

As Communications Assistant, you will assist with the writing and editing of original content for UCI communication channels in English.

You will report directly to the department's Communications and Media Relations Officer and the Communications and Content Officer. You will also provide administrative assistance to the Communications team, in particular the Head of Communications.

#### **Key Responsibilities:**

##### **Editorial**

- Proof-read and edit English language content (letters, articles, press releases, newsletters)
- Translate news, interviews, letters, brochures (French to English) as required
- Ensure coherence between English and French versions of UCI content
- Assist the Communications team with developing content.

##### **Media relations**

- Compile press clippings for daily press report
- Ensure press monitoring
- Assist the Communications team with press operations (press conferences, interviews, creation of media materials etc.)

##### **Digital**

- Assist the Communications team with content for different UCI platforms (website and social media)
- Review website content (articles, communications, informative texts)
- Assist the Communications team with coordination of corporate social media content.

##### **Administration**

- Draw up minutes
- Organise trips, events and meetings
- Other missions depending on the needs of the department.

#### **Profile:**

- Qualification in communications or journalism or similar
- **English mother tongue**; bilingual English/French (spoken and written)
- Ability to summarize material
- Excellent writing and editing skills
- Ability to communicate and share information effectively
- Knowledge of sport and passion for cycling
- Proactive, enthusiastic, loyal, team player, ease in handling human relations in a multicultural environment
- Familiarity with IT tools Word, Excel, PowerPoint, Outlook
- At ease with Social Media platforms

**Start date:** immediately or to be agreed

**Location:** Aigle

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](mailto:job@uci.ch).



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.