

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 the Para-cycling Sector of the Sports Department, the UCI is seeking an:

Intern (100%) English - French

Mission

An internship within the UCI is an ideal way to gain professional experience in the sports industry. From the outset, the intern will be involved in the day-to-day administration of the Para-cycling Sector, providing support for the various projects underway.

Main responsibilities and tasks

- Management of administrative tasks for Para-cycling, including calendar, Management committee reports
- Administrative support for athlete classification for paracycling events
- Support for programs and grant applications
- Help with planning and logistics of annual Para-cycling events calendar
- Assistance in the preparation of paracycling education and training programs
- Support for events scheduled throughout the year.

Profile

- You have just completed or are in the process of completing higher education and would like to gain initial experience in the world of sport.
- Fluent in written and spoken English and French
- Very comfortable with MS Office environment (Excel, Word, Powerpoint, Outlook)
- Excellent writing and organizational skills
- Able to manage priorities and meet deadlines
- Rigorous, motivated
- Able to work autonomously
- Excellent interpersonal skills
- Strong interest in sport and cycling a plus

Start date: January 2025 or date to be agreed

Duration: minimum 8 months (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 organization. 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 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.