

## Job Description

Position: **Project Manager – World Orienteering Day (part-time ~20%)**

Responsibilities and tasks:

- Project Management of the World Orienteering Day project including:
  - Creation of a project activity plan and budget in cooperation with the project coordinator
  - Follow-up of the plan, taking corrective actions where necessary
  - Follow-up of the budget
- Communications with IOF member federations and organisers about the project
  - Maintenance of the World Orienteering Day homepage in cooperation with the IOF Office
  - Publishing of the World Orienteering Day Newsletter, collecting material from the project coordinator and member federations
  - Responding to enquiries about the project
- Coordination of activities with project sponsors
- External Communications via social media, press releases etc in cooperation with the IOF Communications Officer

Requirements

- Excellent communications skills in English
  - Effective communicator – knowledge of channels and methods
  - Good interpersonal skills – likes social and professional contact
  - Service professional – listens and makes all efforts to meet customer needs
  - Knowledge of sport/orienteering
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