



# OFFICE MANAGER (Geschäftsstellenleiter)

*(Innsbruck, Austria)*

## About the World Snowboard Federation (WSF)

The WSF is the world umbrella organization for snowboarding with a membership comprising 48 national snowboard associations and promoters of snowboard events across the globe. The WSF is the international authority for grassroots and development of snowboarding. It offers guidance, tools and initiatives to increase the participation of snowboarding at all levels, focusing on health, youth, education and inclusion.

## What does it mean to be a WSF Office Manager?

- to be a part of an enthusiastic team;
- to build and navigate in an international network of snowboard and sport passionates;
- to represent the WSF in various events and activities;
- to lead the WSF Headquarters in Innsbruck
- to support the leadership to make visions perceptible
- to work from the WSF office in Innsbruck, at the heart of the Austrian Alps with flexible time & location arrangements.

Please note that this is a **part position (20 hours a week) located in Innsbruck, Austria** that includes participation in activities abroad, mostly in Europe. The office manager salary depends on the federal regulations. The position is expected to **start on the 1st of September 2024**.



## What is expected from a WSF office manager?

In this position, the WSF Office Manager leads the WSF Headquarters in Innsbruck. The WSF HQ manages the day-to-day business of the Federation. It supports, plans and implements the visions and missions of the WSF leadership and manages the federations business activities. The main tasks are the following:

- Lead the WSF HQ;
- Membership management and administration (applications, information to/from BoD/Members)
- Administration and Finance management (accounting, payments and invoicing and budget control, payroll, contracts administration and insurance)
- Work closely with the President, Vice-President Finance and General Secretary
- Coordination of other administrative staff
- All preparation for GA / annual reports / presentation / logistics etc – procedures
- Bookings and organization of meetings (for BOD meeting and for WSF GA)
- Visits to NSAs / other meetings / presentations to be done
- Identification of meaningful international partners, preparation of MoU and maintaining relationships overtime
- Project Management of key WSF activities
- Other related tasks.

## Qualifications and skills needed:

- Excellent written and oral English and German;
- Knowledge and experience in international project management
- Strong administrative and time management skills;
- Excellent communication and facilitation skills;
- Knowledge in the fields of sport or international federation management ;
- Experience in snowboarding would be valuable assets

## Application:

**Deadline: 1st of August 2024**

Application process: CV and cover letter (no more than 500 words) should be submitted to [office@worldsnowboardfederation.org](mailto:office@worldsnowboardfederation.org)

Applicants selected for interview will be contacted shortly after the application period.