



# N.A. Strategic Development Intern

WE CARE ABOUT FOOTBALL

## Job information

Division / Unit: National Associations / N.A. Strategic Development

Contract type: Fixed Term

Start date: 08.01.2024

End date: 06.01.2025

Location: Nyon

## Main goal

The National Associations' Strategic Development unit exists to help national associations achieve their potential. Our mission is to generate and gather knowledge, to establish services for national associations, and to bring people together. We work with and for national associations to grow football. To help us deliver on this mission, we are looking for a NA Strategic Development Intern to join our team.

The NA Strategic Development Intern will support the unit in implementing strategic development projects and will take care of administrative tasks.

## Key responsibilities

Administrative support (50%)

- Helping to organise events, conferences and workshops with national associations as well as internal and external partners
- Communicating and promoting the unit's activities through the relevant channels (e.g. monthly newsletters)
- Processing invoices
- Producing high-quality presentations and other documents for the unit
- Assisting the team with general administrative tasks

Project support (50%)

- Running desk research on a variety of topics, including research, trend monitoring, data tools, open data, artificial intelligence, national-level datasets and social return on investment
- Analysing large data sets and reports, and summarising the findings in easily digestible formats
- Creating reports on a range of strategic development subjects for the unit and UEFA's 55 member associations
- Helping team members to implement strategic development projects or create concepts
- Managing own subprojects



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## Profile

Experience required:

- Experience in event management, consumer research or project management.
- Experience working with global institutions (e.g. Eurostat, UN, WHO, OECD) and with their open data sets would be an asset.
- Previous work experience in or an understanding of the sports governance landscape, including UEFA's member associations, would be an asset.

Education:

- Bachelor's or Master's Degree in business, event management, economics, management, marketing, sports management, statistics or a related field

Languages:

- English / Proficient

Additional requirements:

- MS Office / Advanced
- Experience with AI tools
- Service-minded, team player and solutions-driven
- Highly motivated self-starter with an entrepreneurial attitude
- Loves to read reports and to work with data
- Comfortable presenting and communicating
- Approachable, personable and willing to work in a collaborative manner
- Excellent organisational skills with strong attention to detail

