

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. 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 Sports Department, the UCI is looking for an :

Off-Road Coordinator (100%)

English-French

Mission :

As part of the development of Off-Road disciplines within the Union Cycliste Internationale, we are looking for a passionate and organized Off-Road Coordinator to ensure the administrative, sporting, and strategic coordination of the Mountain Bike and Snow Bike disciplines, as well as to provide cross-functional support to the Off-Road department.

Main Responsibilities :

- Closely support the Off-Road Manager in the daily activities of the Off-Road Department, as well as in the monitoring and management of various related projects.

Mountain Bike

- Coordinate the MTB Commission and the associated budget.
- Ensure the sporting and administrative management of the MTB World Championships and World Cups.
- Oversee the different formats: Marathon, E-MTB, XCE, Enduro, Pump Track, Cross-Country & Downhill
- Manage the registration of UCI teams, the international calendar, regulations, bike control procedures, and qualifying events.
- Contribute to the follow-up of the Olympic Games and the Youth Olympic Games. coordonner la Commission MTB et le budget associé.

Snow Bike

- Coordinate the business plan and the development of the discipline.
- Manage and promote the Snow Bike World Championships and World Cups (sporting, administrative, and organizational aspects).
- Develop and implement the technical and sporting regulations.

Profile :

- Hold a higher education degree or equivalent qualification.
- Minimum of 3 to 5 years of experience in an international English French environment.
- Excellent command of French and English, both written and spoken.
- Strong writing skills in both languages.
- Proficient in MS Office suite (Excel, Word, PowerPoint, Outlook).
- Excellent organizational skills, attention to detail, and ability to prioritize.
- Team spirit, autonomy, and integrity.
- Strong interest in sports, particularly Off-Road disciplines, is desirable.
- Availability for occasional business trips to events and weekend work.

Start date : as soon as possible or to be agreed

Place of work: 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