

# Job Offer: Assistant to the Technical Director

**Position:** Assistant to the Technical Director

**Location:** Remote / Hybrid (to be discussed)

**Contract Type:** Part-time (with potential transition to full-time as Technical Director)

**Languages Required:** English (B2 minimum); additional languages are a plus

## About the Role:

We are seeking a highly skilled and motivated **Assistant to the Technical Director** to support our operations in tournament organization and technical sports management. This role is designed as a part-time position with a clear progression plan to eventually replace the current Technical Director. The ideal candidate must have a strong background in fencing and tournament organization, with excellent communication and organizational skills.

## Key Responsibilities:

- Assist the current Technical Director in all daily operations.
- Provide support for the **service portal** and assist **national federations** with technical matters.
- Help with the organization and execution of tournaments.
- Coordinate and manage key technical aspects of fencing events.
- Ensure smooth communication with stakeholders and federation representatives.
- Work closely with the Technical Director to develop operational improvements.

## Required Qualifications:

- **Fluency in English (B2 minimum); additional languages are a plus.**
- Strong **knowledge of fencing** and **tournament organization**.
- Proven **organizational skills** and ability to handle complex logistics.
- **Strong communication competencies** with the ability to liaise effectively with multiple stakeholders.
- Experience working in **Directoire Technique (DT)** is a plus.
- Ability to work **independently and proactively**.

## Employment Restrictions:

To maintain impartiality and avoid conflicts of interest, the selected candidate must:

- Have **no employment as a coach, referee, or official** in any fencing federation.
- Not hold any **elected positions** in a fencing federation.
- While the position is part-time, **work at club level is tolerated only up to the regional level**.

**What We Offer:**

- A **part-time position** with the opportunity to transition into the role of Technical Director.
- Competitive compensation based on experience.
- The chance to work in an exciting and professional fencing environment.
- Opportunities for career growth and leadership development.

If you are passionate about fencing and technical sports management and are looking for a long-term career opportunity, we encourage you to apply.

**How to Apply:**

Please send your **CV and a cover letter** detailing your relevant experience to [dtassistant@fencing-efc.eu](mailto:dtassistant@fencing-efc.eu).

A first selection will be done based on the application.

The second round will be a series of tests including but not limited to remote interviews.

The final selection will be done from the remaining short list.

Deadline for application is April 5th 2025.