

Partnership Management Trainee



INTERNATIONAL
OLYMPIC
COMMITTEE

Phone :
Web : ioc.org

Job Summary

Vacancy :
Deadline : Apr 22, 2025
Published : Apr 11, 2025
Employment Status : Full Time
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification :

Job Description

Contract Type: **Internship (12 months)**

Activity Level: 100%

The International Olympic Committee is the guardian of the Olympic Games and the leader of the Olympic Movement.

A truly global organisation, it acts as a catalyst for collaboration between all Olympic stakeholders, including the athletes, the National Olympic Committees, the International Federations, Organising Committees for the Olympic Games, the Worldwide Olympic Partners and Olympic broadcast partners. It also collaborates with public and private authorities including the United Nations and other international organisations.

About the role:

As the Partnership Management Trainee you will be supporting the Partnership Management Team in the management of IOC TOP Partners for the benefit of the Olympic and Paralympic Movement.

Your responsibilities:

The Partnership Management (PM) unit is responsible for owning and enhancing the relationship of TOP Partners, strategically integrating their contractual rights and interests to strengthen the value of their investment, and to support the evolution of the Olympic and Paralympic Movements, with the ultimate goal of long-term retention. As part of the Partnership Management (PM) unit, the Partnership Management Intern will:

- Assist the PM team in the daily tracking of TOP Partner objectives, deliverables and projects including the preparation of status reports and project plans.

- Compile intelligence and information on TOP Partners, other sports properties and industry trends in an effort to identify opportunities for value creation for the TOP Programme.

- Prepare documentation including presentations, spreadsheets and memorandums to support both internal and external meetings as well as communications.

- Coordinate and streamline communications for TOP Partners as a group and as required on an individual basis.
- Participate in external and internal meetings and be prepared to support the PM team in the drafting of minutes and coordination of follow-up actions.

- Support with the project management of TOP Partner projects and/or PM team projects.

- Support in administrative tasks, such as SharePoint management, planning for meetings, and organising/documenting weekly meetings.

Our requirements

- University or business school (or related field) student or graduate.

- Excellent command of Word, Excel, PowerPoint, Teams, SharePoint, and other corporate tools.

- English fluency both spoken and written; additional language an asset.

- Active or retired Olympian or Paralympian athlete an asset.

- Strong project management skills.

- Interest to work in a commercial environment.

- Understanding or work experience in the sports media industry or sport's governing body.

- Knowledge and affinity with media landscape an asset.

- Able to compile data and feature key information in presentable formats.

- Familiarity with the 'Olympic Movement', a plus.

- Can conform to shifting priorities, demands and timelines.

- Analytical and problem-solving capabilities with a "can do" mentality.

- Strong attention to detail.

- Ability to interact and communicate effectively with team members.

- Strong sense of organization and pro-activity.

- Strong results-orientation mindset.

- Rigorous professional ethics; sense of initiative; ability to work in a dynamic environment and still meet tight deadlines.

- Ability to consider interpersonal differences as a source of added value and interact constructively with all kinds of people and flexible in working with a multitude of internal/external/agency constituents.

Come and join an organisation where the spirit of inclusion, gender equality and diversity is a top priority and which focuses on what unites us – a passion for sport and its values. Work in a flexible and rewarding environment which offers competitive employee benefits and numerous incentives to live a sustainable, healthy and active life. By joining us, you become part of the Olympic Movement and help to build a better world through sport. You will have the opportunity to work with people of more than 70 nationalities.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
