

**City:** Lausanne

**Job Category:** Communication

**Start date:** ASAP

**Type of work:** Staffing

## Communication assistant

### About the role

We are seeking Communications assistant. In this role, you will play a key part in supporting the team with a wide variety of tasks, including media accreditation, content management and data entry. You will assist with content planning, maintain editorial calendars, and coordinate communications across multiple platforms. Additionally, you will help implement and monitor content strategies, including provide draft briefs for social media crews, and ensure the accuracy and functionality of the ISU website. This is a dynamic position that requires strong organizational skills, attention to detail, and the ability to multitask in a fast-paced environment.

### Work tasks

#### 1. Communication & Media

- Assisting with media accreditations and updates in the database
- Drafting briefs for photographers, video crews and other events-related templates
- Reviewing media-related documents and coordinating their publication
- Assisting with registration and planning tasks
- Handling data entry into different platforms
- Updating list of Members, Office Holders in newsletter list & website

#### 2. Content & Social

- Social Media strategy implementation, maintenance and monitoring
- Creation of assets for social media, events, campaigns and other daily requirements
- Research content and stories
- Website quality control every Monday (checking links, functionality and consistency)
- Maintain Content calendar
- Publishing ISU Press Releases, news and editorials on digital platforms with asset
- Coordination with Freelance reporters for editorial stories outside of ISU Events

**We are looking for**

- Language: fluent in English (C1), French is an asset
- Strong interest in a sports-related environment
- Excellent computer skills and proficient in Microsoft Office

**To succeed in the role, your personal skills are:**

- Cooperative, Self-sufficient, Quality-oriented