


Challenge Family is looking for an Event Project Executive (full-time)

Job Vacancy

Job position:	Event Project Executive in Sport (Full-time)
Type:	Temporary Contract (6 months) with outlook on Permanent contract.
Location:	Almere-Amsterdam, Netherlands
Employer:	Challenge Family GmbH HQ
Industry:	Sport
Language:	English
Contact:	jobs@challenge-family.com , https://www.challenge-family.com/
Closing date:	March 30, 2022
Salary:	In line with endurance sports market
Keywords:	Project manager, Event manager, Sport, Triathlon, full-time, English
Inspiration:	 Welcome to the Challenge Family - #wearetriathlon

CHALLENGEFAMILY is looking for an experienced

EVENT PROJECT EXECUTIVE

About us: **CHALLENGEFAMILY** is the leading global triathlon festival race series, with over 35 races annually across 29 host countries. Since 2002, **CHALLENGEFAMILY** offers “events for everyone” with a “festival character,” so that everyone can share in the triathlon experience, from professionals to age-groupers.

About the role: The Event Project Executive is responsible for delivering great international events! From putting together creative ideas in response to stakeholders' briefs, your role is from start to finish, dealing directly with team members, suppliers, partners, and managing every aspect of events. You will be supporting **CHALLENGEFAMILY**'s motto ALL ABOUT THE ATHLETE.

This position requires specific skills, including strong project management detail, event operations experience and functional work in leading teams toward a project goal. This position will include the substantial task of producing documents, presentations, leading work streams and connecting a variety of inputs from various contributors to ensure event operations are on track. This role is responsible for mainly triathlon events operations, including timeline and race schedule creation, team management, space and course planning, venue and branding set-up, logistics as well as athletes' experience fulfillment, suppliers and production coordination, communication with them and managing the process of entries such as registration process. The Event Project Executive will be processing all kinds of queries, preparing proposals and calculations.

The role of Event Project Executive will closely work with the Project Manager on different triathlon projects in Europe and will travel to the hosting venues to execute them. Supporting the organising teams with onsite delivery is the essence of this position.

About you: You are an event organizer, project manager or specialist who is driven to deliver excellence of world-class triathlon events. You don't need to be a triathlete yourself to become part of our **FAMILY** but you have a strong sports passion.

You are a self-motivator and team player with a proactive approach to work and *CHALLENGES* solving. You've got high attention to detail and the ability to turn around high volume outputs across multiple areas. You are used to meeting deadlines even under time pressure, prioritising and taking ownership of your own tasks. You are willing to travel to the host venue destinations and accept that you will deliver also events that happen on weekends. You are ready to work in international and remote teams and use all available tools to manage that workflow.

What we offer:

- A challenging position with plenty of room for development and own initiative
- An opportunity to grow in a rapidly developing company
- A varied job where you will work on both the umbrella brand and different events at the same time
- A small core team with hard-working colleagues
- A workplace in a modern and centrally located office
- Full-time contract (40 hours per week) on the payroll (NL) or as a service provider (non-NL, self-employed)
- To start with a temporary contract (minimum 6 months) with the aim to extend for the longer term
- A salary in line with the market
- 25 vacation days per year (Dutch law: 20)
- Reimbursement of realised travel costs and telephone costs
- Reimbursement of other costs in consultation
- A change to take part in any Challenge Family race around the world

Requirements:

- A passion to work and eager to learn in a sports-event company
- 3+ years of project or event management experience.
- Excellent English verbal and written communication skills.
- Dutch, German or other language (advantage).
- Experience in planning and organizing sports events.
- Experience with Triathlon events (advantage).
- Excellent organisational abilities and attention to detail.
- Work with minimal supervision and act on own initiative.
- Work to a consistently high standard and multi-task.
- Ability to travel and work in an international environment.
- Driving license (advantage).
- Expected knowledge of MS Office, Google Docs, Google Earth, WordPress CMS, Project management tools such as Monday.com, Trello and communication tools such as Slack, Whatsapp.

Contact:

Contact us and let's talk about your career at CHALLENGE FAMILY!
Send your motivation and resume to jobs@challenge-family.com/



For questions: Mr Tomas Vrzak, tomas@challenge-family.com