



Flatwater Discipline Coordinator

Reporting to Flatwater Manager

Location: Budapest Headquarters, with occasional international travel required

Position Overview:

The Flatwater Discipline Coordinator supports the operational planning, administration, and coordination of flatwater paddlesport within the International Canoe Federation (ICF).

Reporting to the Flatwater Manager and working under the strategic direction of the Head of Sport and Sport Director, this role contributes to the delivery of international competitions, education activities, and sport development initiatives.

Based in Budapest and collaborating across departments, the role is ideal for a detail-oriented, adaptable team player passionate about enhancing the global reach and professionalism of Flatwater paddlesport.

Key Responsibilities:

- Assist the Flatwater Manager in the coordination and implementation of sport specific projects and calendar planning.
- Communicate regularly with National Federations, athletes, coaches, and technical officials regarding updates and relevant information.
- Support logistical planning for international flatwater events, including technical requirements and venue documentation.
- Maintain and update discipline-specific records, competition rules, and related documentation.
- Prepare reports, presentations, and meeting materials for internal and external stakeholders.
- Support planning and logistics for educational initiatives for coaches and technical officials.
- Assist in the monitoring and tracking of KPIs and key deliverables for the flatwater discipline.
- Collaborate with other departments, including Operations, Communications and Broadcast, to ensure timely and accurate dissemination of flatwater information.
- Assist in the coordination of committee meetings, working groups, and official correspondence.
- Provide day-to-day administrative support for the flatwater discipline.
- Undertake special projects or tasks as assigned by the Line Manager or the Secretary General.

Education and Skills Requirements:

- Minimum 3 years' experience in sport coordination or administration, preferably in paddlesport or a similar environment.
- Understanding of flatwater disciplines competition formats, rules, and operations.
- Proficiency in Microsoft Office and related digital tools.
- Fluency in English (additional languages are an asset).
- Eligibility to work in Hungary or willingness to relocate to Budapest.
- Strong organisational and administrative skills.
- Excellent written and verbal communication abilities.
- Detail-oriented and capable of managing multiple priorities.
- Adaptable and collaborative team player.
- Committed to delivering high standards in a professional sport environment.

- Willingness to travel and support events on-site.
- Passion for inclusivity, sustainability, and fair play in sport.