



Communications Coordinator

Head of Communication & Public Relations

Location: Budapest Headquarters, with flexibility for occasional travel and cross-office coordination
Responsible for: Supporting the Head of Communications and Public Relations in delivering day-to-day communications operations, ensuring consistency across internal and external messaging, and assisting in the development and execution of strategic campaigns.

Position Overview:

The International Canoe Federation (ICF) is the global governing body for paddle sports, recognised by the International Olympic Committee (IOC), and responsible for overseeing 10 disciplines. With 171 national federations and millions of paddlers around the world, the ICF is committed to promoting a lifelong passion for paddle sport at all levels – from grassroots to elite.

In this role, you will provide essential coordination and administrative support to the Head of Communications and Public Relations, helping ensure the smooth delivery of communications campaigns, event coverage, press relations, and strategic messaging. You will assist in content preparation, liaise with stakeholders and departments, and support digital and media outreach efforts across a wide range of platforms.

You will work closely with internal teams, agency partners, and the Hangzhou Office to ensure that all communication activities reflect ICF's values and strategic goals, particularly as the federation advances its 'Fit for Future' vision and enhances its global profile.

Responsibilities:

- Provide day-to-day administrative and logistical support to the Head of Communications and Public Relations.
- Coordinate communication timelines, campaign calendars, and planning documents across the department.
- Assist with the drafting and editing of press releases, newsletters, speeches, website copy, and official statements.
- Support media relations efforts including media monitoring, media list management, and press liaison at events.
- Collaborate with the Digital Channel Manager and Social Media team to ensure messaging consistency across platforms.
- Help compile communications reports and presentation materials for internal and external use.
- Liaise with other ICF departments to gather content, updates, and key messages for distribution.
- Track campaign performance and prepare basic analytics for reporting purposes.
- Assist in content planning and editorial workflows around key ICF events and initiatives.
- Maintain internal communications systems and documentation archives.
- Undertake special projects or tasks as assigned by the Line Manager or the Secretary General.

Key Attributes and Skills

- Strong written and verbal communication skills with exceptional attention to detail.
- Confident editor and proofreader with an eye for tone and consistency.
- Highly organised, proactive, and comfortable handling multiple deadlines.
- Familiarity with media, digital, and stakeholder communication environments.
- Able to work cross-functionally and across cultures with professionalism and diplomacy.
- Enthusiastic, flexible, and willing to learn in a fast-paced international sports setting.
- Experience in basic design tools (e.g., Canva, PowerPoint) is an asset.

Requirements

- Degree in communications, public relations, media, or a related field.
- 2+ years' experience in a communications or media role, preferably in an international or sport organization.
- Excellent English language skills; additional languages an advantage.
- Knowledge of digital communication channels and stakeholder engagement practices
- Strong administrative and coordination abilities.
- Passion for sport, particularly paddlesport, and the ability to communicate its values to a global audience.