



## **IRV General Secretary**

The IRV is looking for a new volunteer to work with us as General Secretary.

### **Task description:**

- You will be the main contact person for sports enthusiasts who would like to know more about Wheel Gymnastics and the IRV as a federation. You will manage the virtual IRV Office, responding to emails, managing the IRV membership and fostering an active and transparent communication with the member country officials.
- You will work together with the IRV Executive Board members (IRV President and Vice Presidents) in their leadership of IRV activities across all domains.
- You will assist in coordinating preparations for the IRV General Assembly and other official IRV events.

### **Desired qualifications and background:**

- Motivation and enthusiasm for the task at hand.
- Good working knowledge of English. German is an advantage.
- Ability to work well (both remotely and in person) in an international team of volunteers..
- Familiarity with digital tools and services to communicate and collaborate with colleagues and IRV members online. We currently use Slack, Zoom and Google Docs/Drive for our international collaboration.
- Experience with other digital tools/systems (e.g. Hubspot, WordPress, Meta Business Suite, YouTube) is a welcome plus.

### **What the IRV can offer:**

- Fully financed attendance at IRV Wheel Gymnastics World Championships events
- Support from and cooperation with the IRV Executive Board members and other IRV volunteers.

The General Secretary will also be invited to attend the IRV annual seminar (usually held during the autumn).

### **How to apply:**

- Send a letter of motivation to Matthias Reich ([mreich@wheelgymnastics.sport](mailto:mreich@wheelgymnastics.sport)), including an overview of relevant skills and experience.
- Applications will be evaluated on a continuous basis.
- If you have any questions, please contact IRV President Matthias Reich on the email address above.