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The European Volleyball Confederation (CEV) is the institution responsible for governing 56 National Federations throughout Europe and is recognised as such by the Fédération Internationale de Volleyball (FIVB).

Our ultimate goal is to promote Volleyball, Beach Volleyball and Snow Volleyball and to raise the status of our sport to a higher level. Whether the game is played indoors, on sand or on snow, Volleyball connects and brings people together – from children playing in their free time up to professional, elite athletes.

We cultivate a strong sense of togetherness with all stakeholders, the Member National Federations, their national leagues, clubs, players, organizers and other partners of European Volleyball, from grassroots level to the top events.

We are looking to recruit a:

Editorial Content Coordinator

Location:	Luxembourg
Type of contract:	Full time - Permanent
Department:	Digital & TV Department
Reporting to:	Head of Digital & TV
Salary:	Competitive
Start date:	Immediately

The Role

As a member of the CEV Digital & TV department, the Editorial Coordinator is primarily responsible for the contribution of information to all CEV digital and communication network, predominantly the official websites but also social media channels and the OTT platform.

Targeting specific audiences across Volleyball, Beach Volleyball and Snow Volleyball disciplines, the Editorial Coordinator is working closely with in-house/external content creators to brainstorm and execute ideas to engage, inform and entertain sport fans on a global basis.

Your main responsibilities include:

- Manage day-to-day editorial production, content and programming efforts for multiple CEV events
- Act as a webmaster on CEV official websites, updating and prioritising content based on user demand and expectations
- Pitch and generate original content across multiple formats, including articles, photo galleries, polls, newsletters, blogs and other interactive features
- Produce engaging digital content for all digital and social media platforms operated by the CEV including functional updates, article, headline writing, interactive Instagram/Facebook/Twitter stories and video playlist
- Coordinate with external digital design, photography, social media and video production agencies to support daily multimedia content creation
- Write scripts, storyboard videos and acquire any assets needed for videos
- Edit highlights, interviews, features and promotional videos for target audiences (millennials and core sport fans)
- Support other CEV departments and provide account management support to external media agencies/suppliers

Requirements

- 3 to 4 years of experience in sport-related content production and website coordination
- BA, BSc or equivalent in a relevant field (communication, journalism, public relations, digital writing and editorial work)
- Experience in running a high traffic website, specifically in terms of content population and management
- In depth knowledge of SEO and prior experience of optimizing sites to increase traffic to website
- Familiarity with analytics tools and metric tracking (e.g. Google Analytics)
- Solid understanding of the sport of Volleyball, the positioning of CEV competitions and the sport industry in general
- "Digital native" background in writing, editing and collaborating on the web or mobile space with a proven ability to conceive and produce high quality and entertaining content
- Strong editorial judgment with a proven track record for independently conceiving and publishing compelling content across multiple mediums
- Proficiency in the MS Office Suite and Adobe Creative Cloud (Photoshop, Illustrator, Premiere and After Effects)

Languages

- English proficiency in both speaking and writing
- Any other European language is a plus

Soft skills

- Strong written and verbal communication skills required. Impeccable grammar and diction required
- Excellent organizational skills with an ability to prioritize manage and meet deadlines
- Excellent communication, analytical and interpersonal skills
- A good sense of pro-activity and team spirit
- Independent professional ready to contribute to the overall goals of the organisation
- Flexible and willing to work according to busy competition schedule of numerous sports events including weekends and evenings
- Interest in working in a fast-paced and international sport environment

If you are a highly talented professional, who wishes to further your career in an exciting, professional and international environment you are invited to send your **CV** and **cover letter** in English to:

Confédération Européenne de Volleyball
Mr. Thorsten ENDRES – Managing Director – jobs@cev.eu

Deadline for Applications: **31st of March 2020**