

**Position Description:
Graphic Designer Intern
(6 months paid internship)
100%**

GRAPHIC DESIGNER INTERN

Reporting to: Head of Marketing

ABOUT ECA

ECA is the sole independent body directly representing football clubs at European and International levels. With a current membership base of more than 500 professional football clubs from across the continent, with plans to increase to 700 Members in the season ahead, ECA is the representative voice of European clubs on the international football landscape.

Working closely with football's governing bodies, competition organizers and other professional stakeholders, ECA's core purpose is to place clubs at the 'Heart of Football'. ECA is continually strengthening its administration to ensure it enhances the value of its activities and services for Member clubs.

ECA has a rapidly growing administration team of more than 40 people and is on a mission of organizational development, targeting a digitally led, performance-driven culture, and delivering high impact outcomes for our colleagues and our members.

Equity, diversity, and inclusion are amongst ECA's core values. We are committed to building and sustaining an inclusive and equitable working and learning environment for all staff and members.

POSITION MISSION AND PROFILE

In this full-time paid internship of 6 months (with the possibility of extension to a permanent job depending on performance), the Graphic Designer (Intern) will provide creative assets, and support, to colleagues across the organisation.

This internship is designed to provide a talented individual with valuable hands-on experience and exposure to the sports industry whilst working alongside a team of experienced professionals.

The role will encompass a range of creative and graphic responsibilities, including developing layouts for printing and digital projects, designing proposals for creative projects, monitoring internal compliance with corporate branding guidelines, creating slide decks, templates, and formats for corporate use, and following the latest trends in design and relevant recent technologies.

ECA always seeks to recruit the best talent. Although our office is based in Nyon, Switzerland, we are prepared to consider applications from individuals that are based in other countries (albeit they will need to travel to Nyon as and when required). The flexible workplace location option can be discussed with shortlisted candidates during the recruitment process.

Compensation for this role is set at 4,000 CHF per month. Additional benefits, including company pension and health allowance, may also apply.

CORE RESPONSIBILITIES

Reporting to the Head of Marketing, the Graphic Designer's (Intern) responsibilities will include:

- Graphic design – developing a wide range of graphic designs, including branding, promotional materials, signage, digital assets, etc.
- Visual storytelling – creating engaging narratives through visual elements that communicate the essence of each event.
- Collaboration – working closely with other ECA departments to ensure seamless integration of the

branding into all promotional materials and on-event activities.

- Design consistency – ensuring consistency in the use of branding throughout the organisation including designing slide decks, templates, and formats, for corporate use .
- Creativity – continuously bringing fresh and innovative design ideas to the team by following trends in design and recent technologies.
- Digital Asset Management – overseeing the organization, maintenance and updating of our digital asset library, ensuring easy access, accuracy, and efficient workflow.

EDUCATION

- Bachelor's degree in graphic design, visual communications, or a related field. Having a master's degree in design, is a plus.
- High degree of proficiency / expertise with design software (e.g. Adobe Creative Suite: Photoshop, Illustrator, Premiere Pro, After Effects, InDesign, etc).
- Fluent in English, both oral and written. Additional European languages would be a distinct advantage.

EXPERIENCE

- Whilst experience in graphic design is essential, specific sports experience is not mandatory, and we encourage applications from individuals with relevant education and skills, and who possess a strong desire to learn and grow professionally.

SKILLS

- Strong conceptual and creative skills with a keen eye for detail.
- Strong organisational and time management skills, capable of managing multiple projects simultaneously.
- Collaborative team-player with a strong work ethic and an ability to build and maintain strong working relationships with colleagues across all departments.
- Having a professional, positive, and pro-active attitude.
- Ability to work both independently and collaboratively as part of a team, in a fast-paced, high-pressure environment.
- Be fluent in English and possess excellent written and verbal communication skills.
- Highly proficient in working with Microsoft Office suite, (e.g. PowerPoint, Word etc.).
- A passion for design and a keen interest in staying updated with industry trends.
- Demonstrated commitment to promoting diversity and fostering an inclusive work environment.

You are invited to send your CV in English, cover letter AND portfolio to Raoul Tondini, Head of People and Culture, at jobs@ecaurope.com

Only candidates fulfilling the required skills and experience will be contacted.

References should be available upon request.