

**Position Description:
Football Department Intern
100 %
(12-month contract)**

FOOTBALL DEPARTMENT INTERN

Reporting to the Director of Football and working closely with colleagues within ECA Men's Football Department.

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 700 professional football clubs from across the continent, 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 nearly 50 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

The role is based at ECA's offices in Nyon, Switzerland with occasional travel and other business engagements as required.

CORE RESPONSIBILITIES

Reporting to the Director of Football, and working closely with colleagues within ECA Men's Football Department, your work duties will include: for:

- Assisting with the organization of the ECA Medical & Performance Panels and the High-Performance Advisory Group sessions.
- Supporting the execution of research projects in the medical and performance domain by coordinating club visits necessary for the research.
- Supporting the delivery of medical and performance initiatives in collaboration with stakeholders.
- Supporting the Club Management Guide team with the delivery of the Club Management Guide (design, publication, proofreading, promotion, and marketing, etc.).
- Assisting the delivery of both Men's and Women's Football Working Group meetings and Football Panel meetings, as well as other online and in-person events.
- Performing bespoke research and analysis in relation to club football (calendar, competitions, club benefits programme, etc).
- Supporting the delivery of projects around fans and match operations.

EXPERIENCE

- Minimum one year of experience in the football industry, either in an administrative environment (e.g., club, league, or federation), or playing at a high level.
- Professional experience in the medical / performance field in a sporting context is a plus.
- Having worked or studied in an international context.

EDUCATION

- A university degree in Football Administration, Medical, Performance or similar.
- Excellent knowledge of Microsoft Office applications (Word, Excel, Outlook, and PowerPoint).
- Fluent in English, both oral and written. Additional languages would be an asset.

SKILLS

- Excellent knowledge of football (both Men's and Women's), and club football in particular.
- Medical and performance knowledge in a sporting / football environment is a plus.
- A professional, positive, and proactive mindset, with outstanding problem-solving skills and an enthusiastic 'hands-on' approach.
- A real team player with a strong work ethic and who enjoys working with peers and across functions.
- Positive mindset and can-do mentality.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Willingness to travel, and sometimes at short notice.

You are invited to send your CV and cover letter to Raoul Tondini, Head of People & Culture, at jobs@ecaeurope.com.

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