Sport Information Coordinator

Reporting to Head of Sport information & & Digital Innovation
Location: Budapest Headquarters, with occasional international travel required

Position Overview:

The Sport Information Coordinator plays a key role in supporting the professionalisation and digital advancement of the International Canoe Federation's (ICF) sport delivery operations. Based in Budapest and reporting to the Head of Sport Information and Digital Innovation, this position supports the maintenance, development, and day-to-day functioning of the ICF's sport data systems and tools.

The role contributes to the accuracy, consistency, and accessibility of results, rankings, and performance data across all ICF disciplines, while also engaging in digital transformation projects and technical support. The successful candidate will be detail-oriented, analytical, and capable of working in a collaborative and high-performance environment.

Key Responsibilities:

- Assist in the coordination, testing, and maintenance of sport data platforms, including results and rankings systems.
- Support the development and evolution of the ICF's unified results and rankings infrastructure for all disciplines.
- Help ensure timely and accurate data collection, verification, and standardisation at ICF events.
- Provide helpdesk and troubleshooting support to users of the sport information system.
- Liaise with local organising committees, technical officials, and ICF staff regarding competition data.
- Contribute to the preparation of technical documentation, user guides, and training materials.
- Track and report on system usage, data accuracy, and areas for improvement.
- Monitor compliance with ICF sport information standards and data governance protocols.
- Assist in sport innovation projects and digital tools related to officiating, evaluation, and e-learning.
- Participate in project meetings and contribute to the implementation of new functionalities.
- Undertake special projects or tasks as assigned by the Head of Sport Information & Digital Innovation or the Secretary General.

Education and Skills Requirements:

- Minimum 2 years' experience in data coordination, digital systems support, or sport administration.
- Familiarity with sport data systems or competition management tools (preferred).
- Proficiency in Microsoft Excel and standard office tools.
- Basic understanding of event delivery and sport competition structure.
- Fluency in English; additional languages are an advantage.
- Eligibility to work in Hungary or willingness to relocate to Budapest.
- Strong organisational and data management skills.
- Analytical thinker with excellent attention to detail.

- Effective communicator with the ability to explain technical information to diverse audiences.
- Adaptable and supportive team player.
- Interest in digital innovation and sport technology.
- Committed to excellence, inclusivity, and fair play in sport.

Always moving forward

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