



Job Vacancy: Office & Project Coordinator

Application deadline: 30 November 2025

TAFISA (The Association For International Sport for All – www.tafisa.org) is the leading international Sport for All organization. We strive to raise awareness about the benefits of Sport for All and physical activity worldwide and our vision is to create a better world through Sport for All. We support the promotion of Sport for All and physical activity through our network of over 390 members across 170 countries, and work with the International Olympic Committee, UNESCO and other intergovernmental organizations.

We are recruiting an entry-level “Office & Project Coordinator” to start in our Frankfurt am Main Headquarters from 6 January 2026 for an initial period of 1 year. The Office & Project Coordinator shall be professionally fluent in German and in English, the working language of the organization. The position is part-time (60%) with flexible working hours to be agreed with the selected candidate.

Job Description

Tasks of the Office & Project Coordinator will include:

- Project Coordination
 - Coordination of [World Walking Day](#)
 - [REACH](#) (Reshaping Engagement, Advocacy and Capacity-Building in Sport for All) Project Support and Administration
 - Support to other Erasmus+ projects
- Communications & engagement
 - Assisting with content creation, including articles and social media updates
- Office Management & Administrative Support
 - General office administration and assistance to HQ operations
 - Coordination of German partnerships and relationships
 - Coordination of TAFISA's Knowledge Exchange Commission

Employment Conditions

The Office & Project Coordinator will be employed on the basis of a part-time position (60% full-time equivalent) and an initial 1-year contract. His/her workplace will be the TAFISA Executive Office in Frankfurt am Main, Germany. S/He will integrate the TAFISA Team and will be directly supervised by

TAFISA's Secretary General. The work will involve some travel Germany-, Europe- and worldwide. The Office & Project Coordinator shall perform his/her duties in compliance with TAFISA's statutes, bylaws and Code of Ethics as well as in accordance with the decisions of the Board of Directors and with the other arrangements applying to the office.

The salary is adequate to the requirements of the position.

Required skills and qualifications

- Bachelor's or master's degree in sport management, business administration, project management or other relevant fields
- English Level: fluent with full professional proficiency
- German Level: fluent with full professional proficiency
- Diplomatic skills to work with diverse stakeholders including Board of Directors
- Communication skills
- Interest in non-profit work and the grassroots sport movement.
- Quick learner and forward thinker who can preempt issues before they arise.
- Self-motivated, enthusiastic and team-player who is also able to work independently.
- Ability to multitask and work towards competing deadlines by prioritising workload.
- Excellent knowledge of the Office suite (Word, Excel, PowerPoint, etc.)
- Willing to work in Frankfurt am Main, Germany.

Please send your application before 30 November 2025 to:

Jean-Francois Laurent
Secretary General
info@tafisa.org

The application should include a

- Cover letter
- CV
- Any other documents supporting your application

It should be submitted in English.

More information about TAFISA: www.tafisa.org and our [Annual Report 2024](#).