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YEARS

Luxembourg Paralympic Committee  
p.a. Rehazenter  
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Under the patronage of Her Royal Highness the Grand  
Duchess - Non-profit-making association founded in 1973  
Member C.O.S.L. - I.P.C. - World Abilitysport - E.P.C. - IBSA

The Luxembourg Paralympic Committee (LPC)

engages

Position of **Secretary / Para Sport  
coordinator  
(full-time)**

**The main tasks:**

- Administrative, accounting and logistical tasks for the LPC office
- Organising trips for LPC's international activities
- support of the planning and preparation of events and the Paralympic Games
- Independent preparation and follow-up of committee meetings
- Handling the association's communications (website, social media, press relations)
- Cooperation with external organisations

**The qualifications required:**

- (Post) secondary education or equivalent professional experience
- Fluent in German (spoken), French and English (spoken and written), minimum English B2, knowledge of Luxembourgish an asset
- high social and communication skills
- Master the regular IT tools
- Experience in organised sports at federation and club level is an asset

Interested candidates are invited to send their application together with a CV, covering letter and copies of certificates and diplomas by **17.07.2023** by e-mail or to the following address:

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