

EXTENDED SECRETARIAT POSITIONS FOR WSC2019

The following document outlines all available positions with the WorldSkills International Extended Secretariat for WorldSkills Kazan 2019.

PRIMARY EVENT PROGRAMME

To provide consistency across all documentation from year to year, abbreviations are used to indicate days before, during and after the Competition. For example, "C1" is Competition day 1, "C-1" is one day before Competition day 1 and "C+1" is one day after the last day of the Competition.

C-7	C-6	C-5	C-4	C-3	C-2	C-1	C1	C2	C3	C4	C+1	C+2
16.08.19	17.08.19	18.08.19	19.08.19	20.08.19	21.08.19	22.08.19	23.08.19	24.08.19	25.08.19	26.08.19	27.08.19	28.08.19
Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
Arrival TD, TDA, CE, DCE	Arrival E, I, TO		Arrival OD, C, TL, O, OO			Opening Ceremony	Day 1	Day 2	Day 3	Day 4	Closing Ceremony	Departures
Preparation							Competition				Post Competition	
							WorldSkills Kazan 2019 (event dates as advertised to the public)					

MARCOM AND MEDIA VOLUNTEERS

All volunteers report to the Director of Communications and Marketing and Senior Manager of Marketing and Communications. Further delineation will be given onsite during the Competition.

All volunteers should have experience at a Skills Competition (locally, nationally or internationally), or in the specific task area to which they are assigned. Ideally, they will be from a Member Organization so that they are familiar with the concept, structure and ISO codes. However, we would also be interested in specialists from other interested parties (e.g. global partners).

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED DAYS AND HOURS	EXPECTED DURATION
MarCom Team Manager (1 position)	Manages the MarCom team's schedule and activities	<ul style="list-style-type: none"> Assists Director of Marketing and Communications, and Senior Manager of Marketing and Communications Manages all the Extended Secretariat working in MarCom office Provides transportation, excursion, and daily task information to team Ensure team is set up with email, computers, Dropbox etc. Updates daily task list Manages uniform distribution Supports Winners Circle media and photography plan Attends MCWG Group and prepares minutes 	<ul style="list-style-type: none"> Excellent communication skills Experience managing a large team Administrative skills Multilingual asset 	Required	Basic WSI training	8am-8pm most days	13 August 29 August

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED DAYS AND HOURS	EXPECTED DURATION
Communications and Social Media Assistant (1 position)	Support MarCom Office Manager, International Media Liaison, and Social Media Lead	<ul style="list-style-type: none"> • Assists Director of Marketing and Communications, and Senior Manager of Marketing and Communications • Supports MarCom Team Manager and Social Manager Team Lead • Review and set-up articles for release online • Work with editorial leads to identify photography for content once ready for release • Manage and post daily Event and Skills Highlight schedule, keeps team aware of changes, ensure coverage on social media, photography, and video • Answers questions from people coming to office (front desk) • Manage all requests and shipping for materials and resources • Creates Global Partner Social Media Report, outlining all WS posts featuring Global Partners • Supports Winners Circle media and photography plan 	<ul style="list-style-type: none"> • Administrative skills • Good communication 	Preferable	Basic WSI training	8am-8pm most days	16 August 29 August

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED DAYS AND HOURS	EXPECTED DURATION
Media liaison for Skill Competitions (2 positions)	Connection for the MarCom team to the Skills Management Team to facilitate exciting coverage of the skills competitions.	<ul style="list-style-type: none"> • Works with Experts and Skills Advisors to ensure capturing of the most interesting elements of each skill • Updates daily Skills Highlight Schedule • Works with social media team to identify key events to cover • Works with Photography Team Lead to identify missing Competitor photos and with Skill Management Teams to identify when Competitors will be competing • Monitors skills and event for banned cultural symbols and not approved logos and branding. • Supports Winners Circle media and photography plan 	<ul style="list-style-type: none"> • Good organizational skills • Good writing and editing skills • Interviewing skills • Good editorial judgement • Physically fit 	Preferable	Basic WSI training Competition Rules	8am-8pm most days	16 August 29 August

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED DAYS AND HOURS	EXPECTED DURATION
Press Officer (1 position)		<ul style="list-style-type: none"> • Manages the International Media Liaisons • Assists Director of Communications and Marketing with media requests and press conferences • Relay any information to and from media and WSI • Manage interview requests • Supports Winners Circle media plan • Manages Media Tours and prep Tour Guides • Helps to generate press interest in WorldSkills priorities at the event 	<ul style="list-style-type: none"> • Media management experience is a must • Multilingual an asset • Excellent organizational skills • Excellent writing and editing skills • Interviewing skills • Excellent editorial judgement 	Preferable	Basic WSI training	8am-8pm most days	13 August 29 August

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED DAYS AND HOURS	EXPECTED DURATION
International Media Liaison (2 positions)	Acts as the WSI contact for media questions and information	<ul style="list-style-type: none"> • Assists Press Officer with media requests and press conferences • Relay any information to and from media and WSI • Manage interview requests • Supports ticket distribution for ceremonies • Develop list of frequently asked questions from the media • Identify online press coverage for sharing on social media • Creates daily media coverage report • Supports Winners Circle media and photography plan • Develops daily press summary • Support Media Tour Planning • Manage Media desk at Ceremonies 	<ul style="list-style-type: none"> • Media experience is a must • Multilingual an asset • Russian would be a considerable asset 	Preferable for WorldSkills Competition, must have previous experience with media management	Media training Competition Rules	8am-8pm most days	16 August 29 August

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED DAYS AND HOURS	EXPECTED DURATION
MarCom Technical Lead (1 position)	Manages the IT needs of WSI in the MarCom office and Media Centre	<ul style="list-style-type: none"> • Work with Competition Organizer to ensure the setup all computers, screens, printers etc. • Work with the WorldSkills International IT staff on photo and video systems • Troubleshoot throughout event • Manage the server and backup systems for all video and photography • Setup technical requirements at Winners Circle • Setup MarCom team with Dropbox, email, social media access etc. 	<ul style="list-style-type: none"> • IT skills - network and troubleshooting • CMS database • Website updating 	Preferable	Yes	8am-8pm most days	13 August 29 August

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED DAYS AND HOURS	EXPECTED DURATION
Video Executive Producer (1 position)	Editorial manager of the video plan	<ul style="list-style-type: none"> • Manages the development and execution of the video plan • Works with the Video Team to schedule and produce all video content • Reviews and approves all videos • Oversees production of daily rushes • Provides ongoing feedback on submitted work • Manages all special requests from Members, partners, and media 	<ul style="list-style-type: none"> • Newsroom assignments and production experience is essential 	No	Yes	8am-8pm most days and later on certain days such as Ceremony days	13 August 29 August
Video Technical Lead (1 position)	Manages all video files	<ul style="list-style-type: none"> • Oversees file management and tagging of all videos • Manages system for tracking/tagging of video files • Provides uploaded files to Social Media Team Lead for release • Posts videos to YouTube and website • Uploads daily rushes • Trains video taggers • File manager for all special request photos from Members or Partners 	<ul style="list-style-type: none"> • Video editing • File management 	No	Yes	8am-8pm most days and later on certain days such as Ceremony days	13 August 29 August

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED DAYS AND HOURS	EXPECTED DURATION
Photography Editorial Lead (1 position)	Manages to editorial coverage of the WSC	<ul style="list-style-type: none"> • Editorial manager of photography plan • Supports the creation of the photography plan • Manages and schedules WSI Official Photographers • Works with Competition Organizer Photography Lead to ensure coverage of photography plan • Works with Photographer Technical Lead on training and provides feedback on processed images • Manages intake and distribution of special requests for images, including those from WSI and WSK social media teams, Global Partners, Members and Media • Works with Photography Technical Lead to provide feedback to photographers on processed pictures • Creates daily highlight album of images on Flickr • Identifies best of images for each skill, event, Conference, Champions Trust etc. 	<ul style="list-style-type: none"> • Newsroom/journalism experience essential • Scheduling of photographer deployments 	Preferable	Yes	8am-8pm most days and later on certain days such as Ceremony days	13 August 29 August

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED DAYS AND HOURS	EXPECTED DURATION
Photo Technical Lead (1 position)	Manages the processing, tagging, uploading, and quality of photos taken at the WSC	<ul style="list-style-type: none"> • Manages the uploading and tagging of photos from the event to Flickr • Outlines WSI photos requirements to photographers • Receives photos from all photographers • Manages and trains all taggers • Provides daily report of missing Competitor photos • Works with Editorial Lead to oversee objectives of photography plan are met • Manages files of special request images from WSI, WSK2019, Members, Global Partners, and media • Monitors images for banned cultural symbols and not approved logos and branding. 	<ul style="list-style-type: none"> • IT skills • Photoshop • CMS database • Website updating 	Required	Yes	8am-8pm most days and later on certain days such as Ceremony days	13 August 29 August

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED DAYS AND HOURS	EXPECTED DURATION
Photography Lead Support (1 position)	Support MarCom Technical Lead	<ul style="list-style-type: none"> • Assist the Photography Technical in the management of the intake of photos and management of taggers • Tag images • Monitors images for banned cultural symbols and not approved logos and branding 	<ul style="list-style-type: none"> • IT skills • Photoshop • CMS database • Website updating 	Preferable	Yes	8am-8pm most days and (longer on Ceremony days)	13 August 29 August
Photographer(s) (5 positions)	Take professional photos according to WSI photography plan	<ul style="list-style-type: none"> • Work exclusively for WSI, following our photography plan • Provide photos throughout the day • Provide immediate coverage for social media • Monitors skills and event for banned cultural symbols and not approved logos and branding. 	<ul style="list-style-type: none"> • Professional photographers with experience in action shots and events 	No	Photo plan provided	8am-8pm or 10pm depending on day, (longer on Ceremony days)	18 August 29 August

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED DAYS AND HOURS	EXPECTED DURATION
Photo/video technicians (5 positions)	Review, tag, upload all photos from Official Photographers onto WS Flickr system	<ul style="list-style-type: none"> • Must accurately and with acute detail review all photos and videos for basic safety/political issues • Properly tag all photos and videos so they can be found in the correct folders on Flickr or Dropbox • Monitors photos and videos for banned cultural symbols and not approved logos and branding 	<ul style="list-style-type: none"> • High levels of attention to detail • High level of concentration 	No	WS visual identity review	Shift system in place 8am-8pm most days	18 August 29 August
Social Media Lead (1 position)	Coordinate the social media team and social media content plan	<ul style="list-style-type: none"> • Execute and manage social media plan • Coordinate with WSK2019 social media team • Monitor social media channels • Manage social media team • Provide daily assignments to social media team • Ensure that all WS social media channels are populated and reactive to people's questions and comments • Post content to social media • Create daily analytics report 	<ul style="list-style-type: none"> • Organizational skills • Experience leading a team • Experience developing and executing large event social media plans • Multilingual an asset 	Preferable	Basic WSI, Social media plan, WSI style guidelines	Shift system in place 8am-8pm most days	13 August 29 August

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED DAYS AND HOURS	EXPECTED DURATION
Lead Content Writer (1 position)	Lead the written content development of the event for the WSI website, social media, and press releases	<ul style="list-style-type: none"> Writes articles and press releases on key activities and events based on content plan Identifies and writes articles on additional events, activities, and opportunities Manages and sets assignments to the Content Writers/Roaming Reporters 	<ul style="list-style-type: none"> Excellent writing and editing skills Interviewing skills Journalism experience preferred 	Preferable	Basic WSI, Social media plan, WSI style guidelines	8am-8pm most days	16 August 29 August
Roaming reporter (2 positions)	Be on the ground throughout the WSC event and write human interest pieces, producing live videos, articles for website homepage and news flashes	<ul style="list-style-type: none"> Writes articles and press releases on key activities and events based on content plan Identifies and writes articles on additional events, activities, and opportunities Ensures photography and video coverage of featured content 	<ul style="list-style-type: none"> Excellent writing and editing skills Interviewing skills Photography skills an asset Media experience preferred 	Preferable	Basic WSI, Social media plan, WSI style guidelines	8am-8pm most days	18 August 29 August

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED DAYS AND HOURS	EXPECTED DURATION
Graphic Designer (1 position)	Create graphics for social media content	<ul style="list-style-type: none"> • Works with the social media team to create branded content • Edit videos for social media, including graphics, intros, outros, shorting of length • Design and edit content produced at event for release post-event 	<ul style="list-style-type: none"> • Graphic design experience with the WS brand • IT skills • Photoshop/In Design • CMS database • Video editing • Website updating 	Preferable	Basic WSI, Social media plan, WSI style guidelines, and brand usage	8am-8pm most days	18 August 29 August
Social Media Coordinators (4 positions)	Work with Social Media Lead to generate engaging content for all WS social media channels	<ul style="list-style-type: none"> • Covers the event, producing engaging stories and posts • Develop plan and capture content for posting throughout the year 	<ul style="list-style-type: none"> • Interviewing, writing, media training would be an asset • Multilingual an asset 	Preferable	Basic WSI, Social media plan, WSI style guidelines	8am-8pm most days	17 August 29 August

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED DAYS AND HOURS	EXPECTED DURATION
Social Media Partner Liaison (1 position)	Key liaison with Global Partners to manage social media coverage during the WSC	<ul style="list-style-type: none"> • Work with the Global Partner Coordinator, social media team, Photography Editorial Lead and Video Editorial Lead • Meets with Global Partners Communication team at event to identify key events and activities to feature • Tracks and facilitates all social media, photography and video requests from Global Partners • Provides daily Global Partner coverage plan to WSI • Provides content to Social Media Team Lead 	<ul style="list-style-type: none"> • Interviewing, writing, media training would be an asset • Multilingual an asset 	Preferable	Basic WSI, Social media plan, WSI style guidelines	8am-8pm most days	17 August 29 August
Social Media Lead – Conference and Ceremonies (1 position)	Works directly on Conference and Ceremony special events social media coverage	<ul style="list-style-type: none"> • Manages the coverage plan of the WorldSkills Conference, and Opening and Closing Ceremonies • Works with the Conference Manager and their team to identify key Conference activities to cover • Develops in the moment content to post covering the events • Ensures photography and video coverage of key activities 	<ul style="list-style-type: none"> • Interviewing, writing, media training would be an asset • Multilingual an asset 	Preferable	Basic WSI, Social media plan, WSI style guidelines	8am-8pm most days	17 August 29 August

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED DAYS AND HOURS	EXPECTED DURATION
Vloggers (3 positions)	Through your unique style create storytelling video content of the event	<ul style="list-style-type: none"> • Develop vlog concept outlining your approach, planned outputs, and timelines • Produce engaging stories that demonstrate a unique perspective of the event based on your vlog concept . • Work with the Video Executive Producer and Social Media Team Lead to finalize and release content 	<ul style="list-style-type: none"> • Experience developing video vlog and/or social media stories 	No	Basic WSI, Social media plan, WSI style guidelines	8am-8pm most days	16 August 29 August
WorldSkills Stand Coordinator (1 position)	Coordinate schedule of events and ambassadors at the WorldSkills stand	<ul style="list-style-type: none"> • Coordinate schedule of ambassadors to work the WorldSkills stand • Communicate about WorldSkills programmes and projects to anyone arriving at the stand • Create a daily schedule of activities for the stand • Ensure stand is set up and tidy 	<ul style="list-style-type: none"> • Excellent communication skills • Excellent organizational skills • Ability to adapt to change • Ability to set a schedule and coordinate with individuals • Understanding and knowledge of WorldSkills Kazan 2019 events and activities • Good knowledge of key stakeholders at the event 	Preferable	Basic WSI	8am-8pm most days	19 August 29 August

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED DAYS AND HOURS	EXPECTED DURATION
WorldSkills Champions Trust (WSCT) and Honorary Member (HM) Coordinator	There to coordinate VIP tours and meetings of the WSCT and HM	<ul style="list-style-type: none"> • Carry out the schedule of the WSCT and HM • Schedule any meetings/events that arise with the WSCT and HM • Assist in coordination of Champions Night • Identify individuals or groups at the event who should meet with the WSCT and HM 	<ul style="list-style-type: none"> • Exceptional interpersonal communication skills • Schedule management • Networking skills 	Preferable	Basic WSI training, WSCT and Honorary Member training, Competition venue tour	8am-6pm most days, may require work in evenings on certain days	15 August 29 August

COMPETITION SUPPORT VOLUNTEERS

All volunteers report to the Director of Skills Competitions. Further reporting lines will be given onsite during the Competition.

All volunteers should have experience at a skills competition (locally, nationally or internationally) and preferably be from a Member Organization so that they are familiar with the concept, structure and ISO codes.

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED DAYS AND HOURS	EXPECTED DURATION
Competition Support Office Manager (1 position)	Manage the main Competition Support Office and its staff including daily tasks and provide customer service	<ul style="list-style-type: none"> • Ensure Competition Support office is coordinated and tasks are up-to-date • Manage and coordinate the tasks of the Competition Support team • Front desk assistance to Skill Management Teams relating to the skill competitions • Print and collate certificates into Member packages • Printing requirements for skill competitions • Assist with general preparations and processes for the success of the skill competitions • Join daily team meetings and work as part of the wider Competition Support team • Coordinate and send broadcast messages to delegate groups 	<ul style="list-style-type: none"> • Office - Word, Excel and PowerPoint • Administrative skills • Good communication • Project management • Sound understanding of web-based WhatsApp 	Yes	Yes – JS/LK	C-7 – C+2 8am-6pm	15 August 29 August

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED DAYS AND HOURS	EXPECTED DURATION
Competition Support Assistant (2 positions)	Administration support and customer service located in the main Competition Support Office	<ul style="list-style-type: none"> • Front desk assistance to Experts and Technical Delegates relating to the skill competitions • Print and collate certificates into Member packages • Prepare boxes for Member certificates and medallions • Distribute Medallions for Excellence and certificates to Member boxes • Prepare Skill Management Team resource boxes (judgement marking cards, Test Project envelopes, declaration posters) • Printing requirements for skill competitions • Assist with general preparations and processes for the success of the skill competitions • Join daily team meetings and work as part of the wider Competition Support team • Ensure Competition Support office is coordinated and tasks are up-to-date 	<ul style="list-style-type: none"> • Office - Word, Excel and PowerPoint • Administrative skills • Good communication • Project management 	Preferable	Yes – JS/LK	C-6 – C+2 8am-6pm	16 August 29 August

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED DAYS AND HOURS	EXPECTED DURATION
CAD Specialist (1 position)	Provide skill-specific CAD support for the updating of Test Project files	<ul style="list-style-type: none"> • CAD drawings – update files to include changes made at the Competition • CAD files - correct file names, create PDFs, plot files • Work as team to set-up Competition Support office • Competition-related support to Experts and Technical Delegates • Print, collate and file Test Projects as requested by the Chief Expert • Maintain confidentiality of Test Projects • Monitor Skill Management App • Visit workshops to deliver or collect info from CE as required • Join daily team meeting • General running when required • Maintain and follow agreed procedures and processes 	<ul style="list-style-type: none"> • Autodesk products such as AutoCAD, Inventor • Rhino 	Yes	Yes – general on WSI processes	C-6 – C+2 8am-6pm	16 August 29 August

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED DAYS AND HOURS	EXPECTED DURATION
Competition Support Process Controller (1 position)	Provide skill-specific administrative support to Skill Management Teams	<ul style="list-style-type: none"> • Work as team to set-up Competition Support office • Competition-related support to Experts and Technical Delegates • Print, collate and file Test Projects as requested by the Chief Expert • CAD drawings – correct file names, create PDFs, plot files • Maintain confidentiality of Test Projects • Monitor Skill Management App • Visit workshops to deliver or collect info from CE as required • Join daily team meeting • General running when required • Maintain and follow agreed procedures and processes 	<ul style="list-style-type: none"> • Office - Word, Excel and PowerPoint • CAD experience an advantage • Administrative skills • Good communication • Project management • Web administration knowledge 	Preferable	Yes Plus training to work with printers and copiers provided by supplier	C-6 – C+2 8am-6pm	16 August 29 August
CIS technical Assistant (1 position)	CIS technical support, administration support and general day-to-day office admin work	<ul style="list-style-type: none"> • Provide CIS and marking scheme development/finalization support to the Skill Advisors 	<ul style="list-style-type: none"> • CIS technical support, administration support and general day-to-day office admin work 	Yes	Yes - AW	C-6 – C+2 8am-6pm	16 August 29 August

EXECUTIVE SUPPORT VOLUNTEER

All report to Cara McCormack. Further delineation will be given onsite during the Competition.

All volunteers should have experience at a Skills Competition (locally, nationally or internationally), and preferably be from a Member Organization so that they are familiar with the concept, structure and ISO codes.

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED DAYS AND HOURS	EXPECTED DURATION
Executive Support Assistant (2 position)	Assist the CEO and President	<ul style="list-style-type: none"> • Work closely with the Executive Assistant to the CEO and Executive Assistant to the President, and the CEO and President. • Assist with the multitude and varied activities and responsibilities of the executive office at the Competition. • Assist with meeting coordination for the President and CEO with various delegations and organizations • Provide assistance to the Board as required. 	<ul style="list-style-type: none"> • Office - Word, Excel and PowerPoint and Outlook 	Preferable	Yes – CM	C-6 – C+3 8am-10pm most days	16 August 29 August

SPONSORSHIP AND PARTNERSHIP VOLUNTEERS

All volunteers report to the Sponsorship and Partnership Director. Further delineation will be given onsite during the Competition.

All volunteers should have experience at a Skills Competition (locally, nationally or internationally) and preferably have worked with stakeholders like Sponsors, VIPs, Guests, and/or NGOs like international agencies.

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED DAYS AND HOURS	EXPECTED DURATION
Meeting and Connect Facilitator (1 position)	Experienced in facilitating and arranging meeting among different stakeholder groups. Must have a good knowledge of the WorldSkills network	<ul style="list-style-type: none"> • Be the connecting person between WSI, the Competition Organizer, Members, NGO Partners, Sponsors and other Stakeholders in order to be able to facilitate and arrange meetings among those different guest groups 	<ul style="list-style-type: none"> • Service-oriented • Familiar with WSI Members and other stakeholders • Good knowledge of “who is who” • Willing to work the extra hour – according to the needs 	Yes	Yes, Comp. orientation	8am-6pm	17 August 29 August
Assistant to the WSI Sponsorship and Partnership Director (1 position)	Administration support to the WSI Sponsorship and Partnership Director	<ul style="list-style-type: none"> • Oversee SPD Calendar and coordinate meetings with different stakeholders • Take minutes at Meetings • Co-ordinate feedback from different stakeholders • Other administrative jobs as required 	<ul style="list-style-type: none"> • Office - Word, Excel and PowerPoint • Administrative skills 	Preferable	Yes, Comp. orientation	8am-6pm	17 August 29 August

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED DAYS AND HOURS	EXPECTED DURATION
Global Partner Coordinator (Communication & Administration) (1 position)	Link between Global Partners and MarCom team as well as the Host for operational/admin matters.	<ul style="list-style-type: none"> • Facilitate / coordinate administrative and operational requests from GPs • Point of contact for Global Partner (GP) Marketing and Communication (MarCom) teams, ensuring they have key tools to feature WorldSkills in their communication plans • Work with Social Media Partner Liaison to arrange coverage • Identify key GP meetings, events, and activities for press coverage • Facilitate media requests for GPs • Develop articles and social media content featuring GPs • Ensure key messages and events of GPs are developed and covered and coordinate with MarCom team to ensure publishing on WS channels – plus share with GPs' MarCom teams for publishing on GPs' channels • Persuade GPs' MarCom teams to cover info about WS and publish on their channels – plus identify coverage by GPs' MarCom teams that can be shared on WS networks 	<ul style="list-style-type: none"> • Exceptional interpersonal communication skills • Ideally MarCom background • Familiar with WSI Partners • Networking skills • Problem solving skills and work well under pressure 	Preferable	Basic WSI training, basic MarCom training, Global Partners, Competition orientation	8am-6pm most days, may require work in evenings on certain days	17 August 29 August

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED DAYS AND HOURS	EXPECTED DURATION
NGO Partner Coordinator (Communication & Administration) (1 position)	Link between NGO Partners and MarCom team, ensuring coverage of NGO Partners involvement in Conference, Ministers Meeting, and Youth Conference, etc. and other activities	<ul style="list-style-type: none"> • Facilitate / coordinate administrative and operational requests from NGO Partners • Identify key meetings, events, and other activities for press coverage of all NGO partners • Facilitate media requests to NGO Partners for the Conference Programme • Develop articles and social media content featuring NGO Partners involvement in CP • Ensure key messages and events of NGO partners are developed and covered and coordinate with MarCom team to ensure publishing on WS channels – plus share with NGO partners, including the Conference Coalition for publishing on their channels • Persuade NGO partners and Conference Coalition to cover info about WS and publish on their channels – plus Identify coverage by NGO partners and Conference Coalition that can be shared on WS networks 	<ul style="list-style-type: none"> • Exceptional interpersonal communication skills • Ideally MarCom background • Schedule management • Networking skills 	Preferable	Basic WSI training, basic MarCom training, Competition orientation	8am-6pm most days, may require work in evenings on certain days	17 August 29 August

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED DAYS AND HOURS	EXPECTED DURATION
Sponsorship Support (2 positions)	Support Meeting and Connect Facilitator and Global Partner Coordinator as well as any other onsite support	<ul style="list-style-type: none"> • Support Meeting and Connect Facilitator in organization and communication about the meetings • Support Global Partner Coordinator during busy/peak days of the Competition • Any onsite office support 	<ul style="list-style-type: none"> • Good interpersonal communication skills • Office - Word, Excel and PowerPoint • Administrative skills • Problem solving skills and work well under pressure 	Preferable	Basic WSI training, basic MarCom training, Competition orientation	8am-6pm	17 August 29 August
Sponsorship volunteers (2 positions)	Administrative support	<ul style="list-style-type: none"> • Translations, errands during the Competition. 	<ul style="list-style-type: none"> • Good interpersonal communication skills • Fluent in English and Russian – both written and spoken 	Preferable	Basic WSI training, basic MarCom training, Competition orientation	8am-6pm	22 August 27 August

OPERATIONS SUPPORT VOLUNTEERS

Volunteers in this area will report to various managers under the guidance of the Director of Operations. Further delineation will be given onsite during the Competition.

All volunteers should have experience at a Skills Competition (locally, nationally, or internationally) and preferably be from a Member Organization so that they are familiar with the concept and structure.

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED WORKING DAYS AND HOURS	EXPECTED DURATION
Accreditation Assistant (1 position)	Manages all activities, from WSI perspective, around accreditation, registration, and customer services.	<ul style="list-style-type: none"> • Understand all accreditation needs for various client groups • Problem solve accreditation and registration issues for various client groups including: Competitors, Conference, Global Partners, Delegates, General Visitors • Ensure all reports collected from accreditation teams for general attendance and conference • Provide customer service to the international participants, throughout the 2-day Conference • Provide customer service and registration assistance during 2-day Conference 	<ul style="list-style-type: none"> • Excellent interpersonal communications skills, dealing with various client groups with various cultural back grounds • Excellent problem solving skills and must be able to work under pressure • Ability to take initiative and work with minimal supervision 	Profound experience with accreditation systems in an international environment. Previous WorldSkills Experience necessary.	Yes	C-9 – C+2 Hours will vary.	13 August 29 August

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED WORKING DAYS AND HOURS	EXPECTED DURATION
Conference Office Manager (1 position)	Manage the activities of the Conference Office	<ul style="list-style-type: none"> • Manage the setup and daily activities of the Conference Office • Liaise with WorldSkills, WorldSkills Kazan 2019, and Professional Conference Organizer teams • Brief and manage activities of Conference volunteers • Coordinate the filling and distribution of conference bags. • Assist the WSI Conference Coordinator on all logistical aspects of the Conference 	<ul style="list-style-type: none"> • Exceptional interpersonal communications skills • Excellent organization and time management skills • Ability to take initiative and work with minimal supervision 	Previous experience managing diverse teams, and keeping an office organized considered an asset.	Yes, a few video call meetings in advance and on site.	C-8 – C+2 Hours will vary.	14 August 29 August

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED WORKING DAYS AND HOURS	EXPECTED DURATION
Conference app/digital Assistant (1 position)	Manage the upload, creation, and responses to content on the Conference app	<ul style="list-style-type: none"> • Respond to all participant inquiries • Upload posts as directed by Conference and Programmes Manager • Review and prepare reports from Conference app database • Liaise with Marketing and Communications to create content out of the conference for WorldSkills digital platforms. • Ensure all outlined components are videoed and the hard copies delivered to WSI. 	<ul style="list-style-type: none"> • High proficiency in English • High attention to detail • Excellent customer service skills • High technological proficiency 	Experience using event apps and online event management software. Experience with social media.	Yes, a few video call meetings in advance, and then on site as well.	C-4 – C+2 Hours will vary.	18 August 29 August

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED WORKING DAYS AND HOURS	EXPECTED DURATION
Operations Support Assistant (1 position)	General support to WSI members, Board members, Secretariat team and stakeholders	<ul style="list-style-type: none"> • Front desk support, including answering general questions and fielding inquiries to the correct person or team • Meeting room bookings • Print/copy materials • Coordinate and manage resource deployment (phones, uniforms, certificates, tickets, etc) • WorldSkills database management: Explain how to retrieve forgotten passwords, add photos, settings, data entry. • Assist with packing of shipments after the event • Assist with room setups for meetings and offices (stationary, office supplies, snacks, tent cards, seating arrangements, etc) • Distribute messages • Create and update message board • Assist at WSI stand if required • Assist at Restaurant Services skill competition • Assist Board and Honorary Members 	<ul style="list-style-type: none"> • Office - Word, Excel and PowerPoint • Preferably some knowledge of other languages like French, German, or Spanish • Administrative skills • Excellent communication skills • Must be flexible and adaptable 	Preferable	Yes Plus, training to work with printers and copiers provided by supplier	C-8 until C+2 Hours will vary.	14 August 29 August

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED WORKING DAYS AND HOURS	EXPECTED DURATION
IT Support Assistant (1 position)	Assist Senior Manager of Operations and Information Systems on site	<ul style="list-style-type: none"> • Support teams with technical setup and troubleshooting Competition systems including phones, servers, computers, and networks. • WSI liaison with event support teams 	<ul style="list-style-type: none"> • In depth and diverse knowledge of IT systems and networks • Excellent communication skills • Ability to react quickly to situations • Ability to maintain professionalism in high stress situations 	Previous WorldSkills Experience preferred.		C-10 – C+2 Hours will vary.	12 August 29 August
Protocol Coordinator (1 position)	Assist the Operations team on protocol functions.	<ul style="list-style-type: none"> • Work with Director of Operations and CEO on all protocol matters (including Conference, Minister Summit, Opening and Closing Ceremony) • Work with host country to create seating plans for these events as necessary • Coordinate high profile tours through the Competition with Organizing Committee and Marketing and Communications • Assist with special logistics and seating for General Assembly (including bid votes etc.) 	<ul style="list-style-type: none"> • Knowledge of other languages considered an asset (Russian, German, French, Spanish, Chinese) • Excellent communication skills • Ability to react quickly to situations • Ability to maintain professionalism in high stress situations 	Previous experience with international diplomatic protocol is essential.		C-6 – C+2 Hours will vary.	16 August 29 August

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED WORKING DAYS AND HOURS	EXPECTED DURATION
WorldSkills Village Assistant (1 position)		<ul style="list-style-type: none"> • Understand and assist in all operations taking place at WorldSkills Village • Be the onsite point of contact • Report on the functions of activities at the village to Operations Team • Assist with village accreditation and transport • Assist operations team on site during the afternoon 	<ul style="list-style-type: none"> • Moderate trouble shooter • Ability to maintain professionalism in high stress situations • Understanding of operational tasks 	Previous experience in managing operational tasks; Knowledge about WS Teams and Competitions preferred	Yes	C-9 – C+2 Hours will vary.	13 August 29 August

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED WORKING DAYS AND HOURS	EXPECTED DURATION
Transport Assistant (1 position)	Oversee transport for WSI groups Contact person for WSK2019 team regarding transport	<ul style="list-style-type: none"> • Execute and update transport plan for WorldSkills International • Oversee car allocation for Secretariat and Extended Secretariat • Manage new requests for transportation needs • Ensure all transportation plans are communicated to all teams daily, or as early as possible • Liaise with all Secretariat departments to ensure transportation is smooth for all teams • Participate in regular transport briefings with WSK2019 team. Report any issues WSI is experience to WSK2019. Report on the results of the briefings to Operations Team. 	<ul style="list-style-type: none"> • Understanding of Transport Management 	Yes		C-8 – C+2 Hours will vary.	14 August 29 August

ROLE	ROLE SUMMARY	RESPONSIBILITY	SKILLS REQUIRED	PREVIOUS EXPERIENCE REQUIRED	TRAINING PROVIDED	EXPECTED WORKING DAYS AND HOURS	EXPECTED DURATION
Ceremonies Assistant (1 position)	WSI contact person at Ceremonies venue	<ul style="list-style-type: none"> • Liaise with WSK2019 ceremonies team • Participate in rehearsals for Opening and Closing Ceremonies • Ensure all WSI personal participating in Ceremonies are briefed and participate in the appropriate rehearsals (Global Partners, WSI Board and CEO, WSCT) • Liaise with Oath takers for Opening Ceremonies • Liaise with WSI Protocol Assistant on seating, arrival and departure plan for VIPs and handover to Shanghai team 	<ul style="list-style-type: none"> • Excellent communication skills. • Ability to problem solve. • Ability to manage large groups of people. 	<p>Previous experience with events and ceremonies is necessary.</p> <p>Experience working with a production team required.</p> <p>Experience with protocol coordination is helpful.</p>		C-5 – C+2 Hours will vary.	17 August 29 August