



Games Services Coordinator

Join the AOC as a Games Services Coordinator!

Step into the heart of Australia's Olympic movement as a Games Services Coordinator with the Australian Olympic Committee. If you thrive in fast-paced environments, enjoy collaborating with diverse teams, and want to help shape unforgettable Games experiences, this is your opportunity to make a real impact and grow your career in sport administration.

About the AOC

The Australian Olympic Committee (AOC) provides athletes the opportunity to excel at the Olympic Games, promotes the values of Olympism, and encourages participation in sport for all Australians. As proud custodians of the Olympic Movement, the AOC is committed to youth development, athlete support, and the health benefits of sport.

About the Role

The AOC is currently seeking a Games Services Coordinator to join our Sydney office on a permanent full-time basis. This is an early-career role, ideal for someone looking to continue their journey in sport administration. You will play a key role in supporting the planning and delivery of Olympic and Regional Games, working closely with internal teams and external stakeholders.

What's involved:

- Support communication and coordination between the AOC, Member Sports, and Games Organising Committees.
- Assist with collecting and sharing Games-related information.
- Help prepare presentations, reports, and briefing materials.
- Coordinate meetings and assist with project planning tasks.
- Support Games-time operations and Team Processing sessions.
- Assist with Planning Visits logistics and delegation registration.
- Maintain structured filing systems and manage data input.
- Provide administrative support to the Games and Performance department.

Skills and Experience:

- Strong interpersonal and communication skills with excellent attention to detail
- Organised and able to manage competing priorities.
- Proactive and adaptable in dynamic environments.
- Proficient in Microsoft 365 and digital collaboration tools.
- Able to handle confidential information with discretion.
- Team player with a positive attitude.
- Experience in administrative or coordination roles, ideally in sport or events.
- Familiarity with project coordination and documentation management.

Applications

If you're passionate about sport, thrive in dynamic environments, and want to play a key role in supporting Australia's Olympic journey, this is your chance to make a real impact. Join the AOC and help shape unforgettable Games experiences. Apply now and be part of something extraordinary.



To apply for this role, please send your resume and a brief cover letter outlining your interest and suitability for the Games Services Coordinator role via the link: [AOC Application form](#).

The People and Culture team will review every application, and all candidates will be notified of their outcome within a few weeks.

Applications will close on 31 October 2025

The AOC is an equal opportunity employer and welcomes and encourages applications from Aboriginal and Torres Strait Islander people, women, LGBTI+ community, mature workers, people with disabilities and people from diverse cultural and other backgrounds.