

Internship position: communication

At the joint secretariat (JS) in Munich, Germany

Interreg Alpine Space is part of the "European Territorial Cooperation" objective of the European Union. Together with 14 other programmes it strives for transnational cooperation in and between the European regions. Interreg Alpine Space connects actors from various sectors and different policy levels from the programme's 7 countries. They work together to tackle common challenges, exchange ideas and develop new working methods, with the aim of influencing policy-making.

For more information about the programme, please visit our website: www.alpine-space.eu.

The programme communication activities for the period 2014-2020 are detailed and organised in a [communication strategy](#). In 2016, main activities will be:

- + the co-organisation of an international event: the AlpWeek: Alps & People – Living culture! (cf. www.alpweek.org) and the organisation of 3 Interreg Alpine Space workshops in the framework of this event,
- + the programme's and projects' website development and management,
- + the organisation of trainings for project applicants and participants.

The programme offers an intern position for the support of the communication manager in the implementation of these activities.



Main tasks of the intern:

- + Support to the communication manager in the co-organisation of the AlpWeek 2016 (11-15 October 2016 in Grassau, Germany) and in the organisation of the Interreg Alpine Space workshops:
 - ✓ Support in general organisation tasks,
 - ✓ Support in media and social media tasks.
- + Support in other communication tasks (e.g. website updates, newsletter, contact management, etc.).
- + Support to the communication manager in the organisation of the training for project applicants.
- + Support the JS in all tasks for technical and organisational implementation of the programme.

Required qualifications and skills:

The person applying for the trainee position shall fulfil the following requirements:

- + Fluent in spoken and written English and German. Knowledge of another language of the Alpine Space (French, Italian, Slovene) is an advantage;
- + At least three years of undergraduate studies at University level on public relations, communication, European studies, spatial development or related fields;
- + Knowledge of European regional policy and enthusiasm for European affairs;
- + A flair for the Alps and interest in the thematic fields of culture, demography and spatial planning;
- + Good computer knowledge in MS-Office (especially in Word, Excel and Power Point); Internet literacy;
- + Experiences in website management (CMS) and illustration programmes (e.g. Photoshop, InDesign) is very welcomed;
- + Capacity to work independently;
- + Service-oriented and friendly attitude;
- + Cooperative and team-oriented way of working.

Terms & conditions

The internship will last 6 to 8 months and should be part of the student's obligatory curriculum (official agreement must be concluded with the intern's university). The remuneration is of 800€ monthly. Travelling costs (second class train ticket) from the intern's home town to Munich at the beginning and return at the end of the internship are covered by the programme. The general weekly working time is 40.1 hours.

Starting date of assignment: mid-March 2016 or later.



Ideally, the intern should be available until the end of October 2016. (S)he must confirm her/his availability and earliest starting date.

Application

- + Candidates are invited to submit a cover letter in English and a curriculum vitae (further documents upon request only).
- + Applications should be sent by e-mail, reference "Internship" to the Joint Secretariat of Interreg Alpine Space under the address js@alpine-space.eu until **27 January 2016**.
- + All applications will be acknowledged.
- + The JS will make telephone interviews on **16 and 17 February 2016** with the candidates who are short-listed. Please indicate your telephone number.

We are looking forward to receiving your application dossier!