

Intern position

At the joint secretariat (JS) in Munich, Germany

Alpine Space is the transnational Interreg programme for the Alps and 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 and provides co-financing by the European Regional Development Fund (ERDF) for projects.

The programme connects actors from various sectors and different policy levels from the programme's seven partner states. They work together to tackle common challenges, exchange ideas and develop new working methods, with the aim of influencing policy-making and improving the quality of life in the region.

So far 33 projects are being co-financed and supported by the programme throughout their life cycle – starting from the generation of ideas, to project application, their implementation, to the point of closure. The third call for project proposals is currently open and the selection for co-financing will be taken in spring 2018. The JS is caring for the day-to-day implementation and management of the programme.

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

Main tasks of the intern

- + Supporting the JS communication manager in her tasks and particularly:
 - Finalisation of the project communication toolkit
 - Website updates and improvement
 - Social media management
 - Internal and external newsletter
 - Event organisation: planning, roll-up and post-processing,
 - Any other tasks as required.
- + Supporting the JS in all tasks concerning the organisational and technical implementation of the programme;
- + Assisting the project officers in monitoring the implementation of co-financed projects;



- + Assisting the JS in the current evaluation of the programme communication effectiveness and stakeholder involvement;
- + Participation in meetings of programme management bodies as required;
- + Assisting in administrative tasks.

Required qualifications and skills

The person applying for the intern position should fulfil the following requirements:

- + Fluency in spoken and written English is required, as well as in one of the following languages: German, Italian or Slovene.
- + Knowledge of additional languages of the cooperation area is of advantage;
- + At least three years of undergraduate studies at University level: European studies, political or natural sciences, public relations, communication, spatial development or related fields;
- + Personal skills and interest in communication and public relations matters,
- + Knowledge of European regional policy and enthusiasm for European affairs;
- + A flair for the Alps and interest in the thematic fields transport, environmental issues, innovation, culture, demography and regional development;
- + Good knowledge in MS-Office (especially in Word, Excel and Power Point); Internet literacy;
- + Experience in website management (CMS), social media, and graphic design programmes (e.g. Photoshop, InDesign) are welcome;
- + Capacity to work independently, service-oriented and friendly attitude;
- + Cooperative and team-oriented way of working.

Terms & conditions

The internship will last 4 to 6 months and **must be part of the student's obligatory university curriculum** (official agreement must be concluded with the intern's university). The remuneration is 1.000€ gross monthly. Travelling costs (based on 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. The intern must be a citizen of an EU-Member State or a Partner State of the programme.

Starting date of assignment: mid-February 2017



Application

- + The application is taking place exclusively on-line at the following [link](#).
- + Candidates should confirm that the internship is part of their university curriculum, indicate the earliest possible starting date and upload a cover letter and a CV in English (further documents upon request only).
- + Deadline for application is **24 January 2018**.
- + All applications will be acknowledged.
- + The JS will make telephone interviews on **the week from 29 January to 02 February 2018** with shortlisted candidates.

We are looking forward to receiving your application dossier!

Contact: js@alpine-space.eu / +49 (0)89 9214 1800