



EUROPARC

F E D E R A T I O N

Position Internship in Communications

Location Regensburg, Germany

The EUROPARC Federation is Europe's biggest network, supporting and representing the work of Europe's protected areas. As a member organization with interests in nature conservation, sustainable tourism development, capacity building and European environment policy development and implementation supporting our members is essential to our work.

The EUROPARC Federation is currently looking for a full time intern in its Communications department in Regensburg (DE). The intern will contribute to enhance the organisation's outreach and communications activities and will support EUROPARC Communications with operational and administrative tasks.

The candidate must have **strong writing skills** – able to create and deliver messages through a variety of media channels for internal and external stakeholders – and good knowledge of digital communication tools. The position requires **good IT skills**, good organisational and multitasking abilities as well as attention to details.

The intern will have the opportunity to contribute directly to the work of a wide European environmental organisation, working along with an international team. The intern would have the chance to further develop communication skills, to learn about EUROPARC Federation and its programmes, and to discover from closer the functioning of European Protected Areas and EU environmental policies. The intern would learn a wide range of skills and acquire new knowledge by assisting in the following fields:

- Assist the Communication and Marketing Manager in **producing and delivering tailored content** for protected area managers;
- Support in organising **thematic webinars**; managing **online campaigns**; recording and publishing **interviews**;
- Management and maintenance of **EUROPARC's website**;
- Improving, updating and developing EUROPARC's **databases**;
- Contribute to the regular update of **social media networks** (Twitter, Facebook, LinkedIn);

- Support in delivering the general aims of EUROPARC **communications strategy** and contribute to the implementation of other communication tasks on EUROPARC's main Programmes: Charter for Sustainable Tourism, Junior Ranger and Transboundary Parks Programme;
- Assisting with the **production of publications**;
- Support in drafting and formatting **newsletters, articles and press releases** on various topics;
- Managing the EUROPARC **photo libraries and mailing lists**;
- Helping with the preparation and execution of **international events**, including the EUROPARC Conference and various seminars and workshops on different topics;
- **Occasional translations and proofreading** of EUROPARC material (English, French/German/Spanish)
- Liaising with EUROPARC members from 37 countries across Europe;
- Performing various administrative tasks;
- Managing office supplies and numerous small day-to-day office tasks.

Required skills, knowledge and experience

Essential:

- Communications & PR, Information Technology, Multimedia, Design or Journalism studies (Language and Economics studies might be considered);
- Fluency in English and any other European language, preferably French (German and Spanish also welcome). The official language in the HQ is English.
- Social Media experience - preferably in a business environment (Facebook, Twitter, LinkedIn...)
- Excellent knowledge and experience with MS Office
- Ability to deal with multi-disciplinary tasks, capacity to respond rapidly to a variety of diverse tasks and to prioritize;
- Good communication skills (oral and written) – ability to communicate formally and professionally;
- Good organisation skills, able to work independently and as part of a team;
- Self-starter, positive attitude, flexible, sense of humor for the multicultural working environment

Desirable:

- Previous knowledge of online interactive tools: Wordpress, GetResponse
- Acquaintance with video and graphic design programmes (including Adobe Illustrator, Photoshop, Premiere and InDesign);

Required Internship Conditions

- The applicant **must be an enrolled student** (preferably EU and EEZ citizen) who is required to complete a **mandatory internship** in order to finish their studies. During the whole period of internship, the candidate must have a **confirmation from the University that he/she is a full time enrolled student**. Candidates with the ERASMUS + Internship are also accepted.

- The applicant must have finished at least 4 semesters of his or her studies.
- The applicant must be available for a period of **6 months**.
- The applicant must have the legal authorization to work in Germany – not required for EU and EEZ (Iceland, Norway and Switzerland) citizens;

Internship conditions:

- Duration: 6 months (longer internships can be considered)
- 40 working hours a week;
- 13 days of vacation.
- Intern should be ready to cover his/her own accommodation and insurance costs.
(Notice: Accommodation costs in Regensburg may reach up to around 450 EUR a months for a room.)
- EU Health insurance should be united with private health / accident insurance from home country or contracted in Germany.

Starting date

Ideally May-June 2018

Applications

Please send a 1-page motivation letter and your CV to **Ms Brigida Napolitano** (b.napolitano@europarc.org) indicating “Internship communications position” in the subject line **until 16th May 2018**.

Due to the expected number of applications, only short-listed candidates will be contacted for interviews.

Documents to be submitted after successful application

- Certificate of enrollment (issued by the corresponding university, special requirements apply)