



## **Position: Communications & Membership Assistant**

**Location: Regensburg - Germany, EUROPARC Headquarters**

**Conditions:** Mini-job basis: 450€ (10 hours per week)

The [EUROPARC Federation](#) is Europe's largest network of Parks and Protected Areas, connecting and supporting nature professionals for the management of our natural and cultural heritage. With the official headquarters in Regensburg and offices in Brussels and Barcelona, we represent our members' interests at the highest level within European Institutions in a wide range of topics related to **nature conservation, sustainable development, and European environment policy** development & implementation.

Our members spread across 41 countries and are, themselves, responsible for the management of thousands of protected areas in the European territory. Since 1973, we promote international co-operation by providing our members several events and opportunities to network, exchange experience and innovate together. We help them improve and conserve our shared natural inheritance, through capacity building trainings and the development of management tools.

We are looking for a Communications & Membership Assistant, with an interest in nature and a passion for parks, that understands the needs of an NGO and is willing to work in a multicultural context. This position is particularly suitable for a student, or graduated, in the field of **Communications, PR, Languages, International Relations and Marketing** (*but don't feel yourself excluded if you have studied something different...!*) The Communications & Membership Assistant will work closely with the Communications & Marketing Manager and support the finance and administration team.

### **Are you an innovative and creative thinker who is adaptable and responsive to change?**

At EUROPARC, you will have to work under pressure and be able to juggle several projects at once, but no worries - an amazing team is here to support you. Consider also you might be asked to travel to other places in Europe for short periods of time. Due to the nature of the work, our team members are normally **outgoing and comfortable meeting new people**. We value people who are accurate with the work delivered, but above all, we value flexibility, enthusiasm, and responsibility.

### **As our Communications & Membership Assistant you will...**

**Support a wide online consultation to EUROPARC members**, which will require direct liaison with members from across 41 countries

Support the **development of the future EUROPARC Strategy**: processing and analysing data from the consultation, reporting the results, and provide strategic inputs to the future work of the Federation.

**Communications work**: support the creation of written contents related to nature, protected areas and sustainable development. Identify potential case studies in those topics, review and proof read case studies.

**Social and digital media**: Preparing and posting social media posts. Support the Report, on a monthly basis, of EUROPARC's online outreach, on website and social media accounts. Analyse trends and provide inputs to restructure campaigns.

Support the production of **EUROPARC annual journal Protected Areas In-Sight**, which involves identifying great content, contacting invited guests, editing and proof reading.

**Membership support**: regular updates of EUROPARC membership database, provide technical support to the administration tasks, prepare and send welcome kits and certificates to members.

## Required skills, knowledge and experience

- Proficient written skills in English are essential. Good knowledge of German is desirable and proficiency in any additional European languages will be an advantage.
- Strong interpersonal skills.
- Experience in communications work is appreciated, especially in content creation and social media management.
- Writing, editing and proof reading skills will be an advantage.
- Good analytical skills and attention to detail. Ability to work with excel is a requisite.
- Previous experience in managing surveys and online assessments will be a plus.
- Knowledge and experience with Adobe Design programmes will be an advantage.

## How to apply

Please send your **CV with a letter of interest** in English, detailing how your qualifications and relevant experience meet the required criteria for this position. Send to Ms Barbara Pais at [barbara.pais@europarc.org](mailto:barbara.pais@europarc.org).

**Deadline for applications:** 17<sup>th</sup> February 2020

**Interviews will take place between 20<sup>th</sup> and 21<sup>st</sup> February, in Regensburg or online.**



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FEDERATION



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