



# EUROPARC

F E D E R A T I O N

## **Position Internship in Communications & Digital Media**

**Location** Regensburg, Germany

The EUROPARC Federation is Europe's largest network, supporting and representing the work of Europe's protected areas. As a member organization with interests in nature conservation and sustainable development, supporting our members with effective communication is essential to our work.

The EUROPARC Federation is currently looking for a full time (40 hours) intern in its Communications department in Regensburg (DE). The intern will contribute to enhance the organisation's outreach and communications activities.

The candidate must be **currently enrolled in a university study programme**, 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 alongside an international team. The intern would have the chance to further develop communication skills, to learn about EUROPARC Federation and its programs, to discover 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 Communications team in producing and delivering tailored content for protected area managers;
- Support in organising thematic webinars and managing online campaigns;
- 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;
- Help 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);
- Supporting our Finance and Administration Officer on liaising with EUROPARC members from 38 countries across Europe;

## 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 is welcome. The official language in the HQ is English.
- 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.
- Excellent knowledge and experience with MS Office.

### Highly desirable:

- Social Media experience - preferably in a business environment (Facebook, Twitter, LinkedIn...);
- Previous knowledge of online interactive tools: Wordpress, GetResponse;
- Acquaintance with video and graphic design programmes (including Adobe Illustrator, Photoshop, Premiere and InDesign);

## Internship Conditions

- The applicant must be an enrolled student (preferably EU and EEA citizen) and able to provide certificate of enrollment for the internship duration.
- The applicant must have finished at least 4 semesters of his or her studies.
- The internship must be part of the studies curriculum. (Candidates with the ERASMUS + Internship are also welcome).
- The applicant must be available for a period of at least 6 months.
- The applicant must have the legal authorization to work in Germany – not required for EU and EEA (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 month for a room.)
- EU Health insurance should be united with private health / accident insurance from home country or contracted in Germany.

## Starting date

We are open for an agreement on the beginning of internship.

## Applications

Please send a 1-page motivation letter and your CV to Ms Esther Bossink at the following email **esther.bossink@europarc.org** indicating “Internship communications position” in the subject line.

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

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## Documents to be submitted after successful application

Identity Card

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