



investing in your future

Alpine Space Programme

European Territorial Cooperation 2007 - 2013

Trainee Position

at the Joint Technical Secretariat
of the European Territorial Cooperation - Alpine Space Programme



The programme is co-funded
by the European Regional
Development Fund

The Joint Technical Secretariat (JTS) of the European Territorial Cooperation Alpine Space Programme is looking for a trainee to support the public relations and promotion activities of the programme. 4 months duration starting as soon as possible (1st September 2009 at the latest) and lasting until end of December 2009. The application shall contain the earliest stating date.

What is the Alpine Space Programme?

The European Union aims to strengthen its economic and social cohesion by correcting imbalances between its regions. With the European Regional Development Fund (ERDF) it intervenes in the three objectives of regional policy. With objective 3 the European Union supports territorial cooperation among Member States, their regions and cities by three types of cooperation programmes funding joint projects. The Alpine Space Programme 2007–2013 is part of this objective. Together with 13 other programmes it enhances transnational cooperation in and between the European regions. The programme's overall aim is to increase the competitiveness and the attractiveness of the Alpine Space cooperation area by developing joint actions in fields where transnational cooperation is required for sustainable solutions.

The programme supports transnational projects in the Alpine area involving key actors and developing joint actions on specific Alpine issues. Transnational Alpine Space projects provide the possibility to develop, test and transfer strategies, approaches and tools for the European territorial development and to generate effective transnational solutions. The projects are steered and supported by the programme through the whole project life cycle – from the idea up to the application, all along the implementation and until the closure. One of the supporting programme bodies is the Joint Technical Secretariat. It carries out the day-to-day implementation of the programme. It is located in Munich and composed by international staff. Among others, this secretariat is the central contact point for public interest in the programme, as well as for potential partners. In this working field of communication, information and publicity, the JTS is looking for a trainee.

Required skills

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

- + Fluent in English and German. Knowledge of another language of the Alpine Space (French, Italian, Slovene) is an advantage;
- + At least two years of undergraduate studies at University level on public relations, communication, journalism or related fields;
- + A flair for the Alps and interest in the thematic fields of spatial planning, environmental sciences, regional economic development;
- + 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);
- + Capacity to work independently;
- + Service-oriented and friendly attitude;
- + Cooperative and team-oriented way of working.

Tasks

The main task of the trainee is to support the JTS in all tasks concerning the organisational and technical implementation of the Alpine Space Programme with a special focus on communication tasks (website management, media relations, communication trainings, event organisation etc.).

Useful hints for the Trainee Position at the JTS Alpine Space

Remuneration and working time

The JTS pays a monthly remuneration of 600€. Travelling costs (second class train ticket) for travelling from the trainee's home town to Munich at the beginning and return at the end of the traineeship are covered as well. The general weekly working time is 40.1 hours.

Accommodation

In Munich, rooms can be rented for approximately 300€ per month. The JTS may assist the trainee in finding an appropriate accommodation. At the JTS-office a staff canteen as well as small cooking facilities are available for lunch break. All costs for accommodation and meals have to be covered by the trainee.

Details on the application dossier

- + Students interested in the traineeship should send a CV and a motivation letter in English language to the JTS (further documents only upon request) at jts@lfu.bayern.de.
- + Applications should reach the JTS by **17th July 2009** at the latest. Electronic submission is sufficient.
- + Please note that your application shall contain the earliest starting date.
- + The JTS will make telephone interviews with the candidates who are short-listed. Please indicate your telephone number.

We are looking forward to receiving your application dossier!

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