



Intern position

At the joint secretariat (JS) in Salzburg, Austria

The Interreg Alpine Space programme 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 addresses public authorities on national, regional and local level, institutions of higher education, as well as enterprises, business support organisations, NGOs and associations. 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.

Since its creation in 2000, the Interreg Alpine Space programme has co-financed and supported 179 projects throughout their life cycle - starting from the generation of ideas, to project application, their implementation and communication, to the point of closure. The JS takes care of the day-to-day implementation and management of the programme.

In the next seven years, the programme will finance cooperation projects for a total of € 107 million from the ERDF. The main topics addressed for the new programming period 2021-2027 are resilience to climate change, carbon neutrality, resource efficiency, innovation and digitalisation. The programme has launched its first call for project proposals for 2021-2027 in November 2021.

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:
 - Capitalisation of the achievements of projects with the development of an online project and output library (e.g. support to project communication managers, drafting of short project descriptions)
 - Development and running of a digital campaign to promote the projects of 2014-2020 (e.g. interviewing project partners, drafting short texts)



- Check of projects websites to assist the project officers in monitoring the implementation of co-financed projects
- Management of the website's calendar and news section
- Social media management
- Drafting articles for the external newsletter
- Event organisation (e.g. trainings for project partners, synergy event): 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
- Supporting in the preparation and post-processing of 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, French 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 of environmental issues, innovation, digitalisation, culture, demography and regional development;
- Good knowledge in MS-Office (especially in Word, Excel and Power Point), internet literacy;
- Experience in website management (CMS WordPress), social media, and graphic design programmes (e.g. Canva, 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 up 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 781,5€ gross monthly. Travelling costs (based on second-class train ticket) from the intern's hometown to Salzburg at the beginning and return at the end of the internship are covered by the programme. The general weekly working time is 39,5 hours in our offices in Salzburg, Austria. The position does not offer the possibility of teleworking. The intern must be a citizen of an EU-Member State or a Partner State of the programme.

Starting date: August 2022 or as early as possible

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 3 June 2022.
- All applications will be acknowledged.
- The JS will make telephone interviews with shortlisted candidates in week 24.

We are looking forward to receiving your application!

Contact in case of questions: +43 662 8042 3711 or js@alpine-space.eu