



Intern position

At the joint secretariat (JS) in Salzburg, Austria

The Interreg Alpine Space programme co-finances and supports cooperation projects across the borders of seven Alpine countries. Since its creation in 2000, it tackles common challenges and improves the quality of life of the 80 million inhabitants of the Alpine region. Within the current period 2021-2027, we are at the forefront of the transition to a unique, carbon neutral and climate resilient European territory: the Alpine region. The programme is funded by the European Regional Development Fund (ERDF).

The programme connects actors from various sectors and different policy levels from the seven partner states. They work together to tackle common challenges, exchange ideas and develop joint solutions, with the aim of influencing policy-making and improving the quality of life in the region. We are working in close coordination with the macro-regional strategy for the Alpine region (EUSALP) and the Alpine Convention. With € 107 M ERDF, we will support over 100 Alpine-wide cooperation projects in the 2021-2027 period.

The Land of Salzburg acts as managing authority (MA) and as joint secretariat (JS) of the programme. As MA it bears the overall responsibility for the sound and successful implementation of the programme. As JS it cares for the day-to-day implementation and management of the programme, including its communication.

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 further development of an online “project & output library” and a “knowledge library”
 - Running of a digital campaign to promote the projects of 2014-2020 (e.g. coordinate the inputs by project partners, drafting short texts)
 - Check of projects websites to assist the project officers in monitoring the implementation of co-financed projects
 - Assisting project communication managers in the development of their project communication tools (e.g. website, visibility requirements, drafting of short project descriptions)



- Management of the website's calendar and news section
- Social media management
- Drafting articles for the external newsletter
- Proofreading and drafting content for an e-publication
- Event organisation (e.g. online information events, on-site trainings for project partners, networking 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 806,40€ 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: March 2023

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 01 November 2022.
- All applications will be acknowledged.
- The JS will hold online interviews with shortlisted candidates in week 44-45.

We are looking forward to receiving your application!

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