



[www.acrplus.org](http://www.acrplus.org)

ASSOCIATION  
OF CITIES  
AND REGIONS  
FOR SUSTAINABLE  
RESOURCE  
MANAGEMENT

ASSOCIATION  
DES CITÉS  
ET RÉGIONS POUR  
LA GESTION  
DURABLE  
DES RESSOURCES

ASOCIACIÓN  
DE CIUDADES  
Y REGIONES PARA  
LA GESTIÓN  
SOSTENIBLE  
DE LOS RECURSOS

## VOLUNTEERING POSITION AT ACR+ Communications Assistant

**Volunteership duration: 6 months**  
**Expected starting date: as soon as possible**  
**Application deadline: 23 January 2019**

### Join ACR+, the Association of Cities and Regions for sustainable Resource management!

The Association of Cities and Regions for sustainable Resource management (ACR+) is an **international network** of nearly 90 members with the aim of promoting the **sustainable management of material resource** through prevention at source, reuse and recycling.

ACR+ membership mainly consists of local and regional public authorities as well as national networks of local authorities representing more than 1100 municipalities around Europe (EU-28 + candidate countries) and neighbourhood policy countries.

ACR+ endeavours to:

- Develop the expertise of public authorities and encourage practical action in waste management, sustainable consumption and production
- Anticipate new developments and future challenges facing local and regional authorities
- Promote the creation of partnerships to develop eco-efficient solutions
- Encourage harmonization of concepts, definitions and standards.

FOR MORE INFORMATION ABOUT ACR+: [www.acrplus.org](http://www.acrplus.org)

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We are offering a volunteering position as

### Communications assistant

The successful candidate will be part of the ACR+ Secretariat team in Brussels.

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### Tasks

The volunteership will involve a range of activities that focus on providing **support for communication tasks** for ACR+ (including **services to members**, dissemination of **European projects** and **promotion of the association**) and for the [EPR Club](#).

#### Key tasks and responsibilities:

- Preparing and sending ACR+ newsletters on a weekly basis;
- Drafting, designing and sending mass mailings;
- Web content management;
- Elaborating and disseminating external communication tools;
- Support to project managers for communications tasks of European-funded projects;
- Assisting in event organisation.

Additional tasks include:

- Drafting press releases;
- Translation tasks;
- Proofreading tasks;
- Database management;
- Support in the preparation and follow-up of meetings;
- General support in various administrative/office tasks.

The successful candidate will be part of the ACR+ Secretariat team in Brussels, reporting to the Secretary General and the Communications Manager.

### Requirements:

- **Education and experience**  
Degree in Communication, Public Relations or Marketing is preferred;  
Other degrees (EU law, economics or politics; environmental topics) and a basic knowledge/interest in communication;  
Relevant experience in communication welcome.
- **Languages:**  
Perfectly fluent in **English (native speaker or equivalent)**, good command of **French**, any other language an asset.
- **Computer** **skills:**  
**Obligatory:** Excellent knowledge of Microsoft Office Package (Word, Excel, Powerpoint, Outlook).  
**Asset:** Basic knowledge in graphic design and web management
- **Other skills:**  
Excellent **drafting skills**;  
High interest in **ACR+ themes** and activities;  
Good knowledge of **social media**;  
Good communication skills (oral and written);  
Organised working style, detail-oriented, pro-active attitude;  
Ability to work in a team as well as autonomously.

### Terms and Conditions

This is an **unpaid volunteership under a voluntary contract** and a **full-time position** starting as soon as possible at ACR+ Secretariat in Brussels. The duration will be six months with the opportunity of an extension in upgraded conditions after a trial period.

A limited **reimbursement of costs** will be provided (300€ + public transport ticket within Brussels). The intern will be granted **5 days of holidays** for the duration of the volunteership.

### Application

A selection procedure including a written test and an interview will be organised for the shortlisted candidates.

Please send a one page CV and a cover letter to Ms Marie Cardon at [mca@acrplus.org](mailto:mca@acrplus.org) before **23 January 2019**.

*Due to the large number of applications we receive for each posting, we are unable to provide feedback on all applications. Only shortlisted candidates will be contacted.*