



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+ Project and Communications Assistant

Internship duration: 4 months
Start date: 01/07/2019

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

The Association of Cities and Regions sustainable Resource management (ACR+) is an **international network** of nearly 100 members with the aim of promoting the **sustainable consumption** and management of **material resources** 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

We are offering a volunteering position as

Project and Communications Assistant for European Projects.

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

Tasks

The volunteership will involve a range of activities focusing topical research and communication tasks around different **ACR+ projects**. The successful candidate will also be involved in preparing ACR+ **publications and reports**, as well as have an opportunity to take part in different thematic **events**.

A significant part of the internship will be devoted to assist project managers on three projects focusing on **waste strategies in touristic areas and island**, especially on dissemination activities.

Key tasks and responsibilities:

- Drafting of press releases and other external communication, in collaboration with the partners of the different projects
- Web content management for project websites
- Monitoring of news, events and projects focusing on waste in touristic places and in islands
- Managing social media accounts (Twitter, Facebook)
- Drafting of news, articles and information material
- Propose and implement dissemination activities to promote the projects' outputs to the relevant target audiences
- Providing general support to the activities of the ACR+ Secretariat, including supporting Project Managers working on European projects (e.g. website management and preparation of content)

Additional tasks include:

- Technical support on ACR+ publications
- Assisting in the organisation of events, trainings and study visits
- Help with translations

Requirements:

- **Education** and experience
University degree with relevant knowledge or experience in communication and/or environmental topics
Previous experience in project work and communication welcome
- **Languages:**
Perfectly fluent in **English (native speaker or equivalent)**, 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**, interest in website management
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** at ACR+ Secretariat in Brussels. The duration will be six months.

A **limited reimbursement of costs** will be provided (300€ + public transport ticket within Brussels). The intern will be granted **4 days of holidays** for the duration of the volunteership.

The internship could be followed by a fixed term employment contract.

Application

A selection procedure by email followed by an interview will be organised for the shortlisted candidates.

Please send a one page CV and a cover letter to Marie Cardon at mca@acrplus.org
Before **19/06/2019**

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.