

## ACR+ paid internship offer - Communication Assistant

### 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 around 90 members with the shared aim of promoting circular economy on territories, including the sustainable consumption of resources and the management of waste through prevention at source, reuse, recycling and, as a last priority, energy recovery.

For more information about ACR+: [www.acrplus.org](http://www.acrplus.org)

### ACR+ is looking for a Communication Assistant (paid internship)

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

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We are looking for a curious and detail-oriented Communication Assistant to join our team under a paid internship scheme. This role offers valuable insight into the position of communication officer within a European network of public authorities, preparing you for future roles in communication, public affairs, or EU institutions. As part of our communication team, the successful candidate will support ACR+ in its internal and external communications, focusing on EU affairs, projects, events, and various internal initiatives. Responsibilities will include organising events, preparing communications materials, and managing multiple communications channels to ensure our messages and activities are effectively conveyed both internally and to our stakeholders.

### Key tasks and responsibilities

- Assist the [EPR Club](#) with the organisation of events, website management, mailing and other related communications tasks.
- Assist the [EWWR](#) with the organisation of the 2024 Awards Ceremony, the management of website and social media as well as the production of communication materials for the 2025 edition.
- Prepare and distribute ACR+ publications and regular newsletter related to EU updates, ensuring accurate and timely delivery to all subscribers.

- Support the drafting and dissemination of opinions, position papers, and open letters, including posting these materials on the website and sharing them via email and social media.
- Take responsibility for the execution of communication tasks related to projects, ensuring effective dissemination of information in alignment with the overall project goals (creating newsletters, updating website, sending mailings, etc.).
- Assist to the coordination of ACR+ events (internal and external) and provide logistical and communication support to ensure their successful execution.
- Assist in preparing content for the weekly Newline publication.
- Maintain the ACR+ members' database, ensuring it is accurate and up to date while enhancing users' experience and engagement with the platform.

## Your experience: what you'll gain

- **Hands-on experience:** Engage directly in communication activities across various European projects and initiatives while discovering the day-to-day work of a network, including member management.
- **Professional growth:** Develop expertise in drafting communication strategies and plans under the guidance of experienced project and communication managers.
- **Insight into European affairs:** Acquire a deeper understanding of EU-funded projects, sustainability topics, and the workings of a European network of public authorities.
- **Multifaceted skill development:** Enhance your skills in various fields, gaining practical experience in the preparation of official publications, event organization, content creation, and digital communications.
- **Networking opportunities:** Connect with professionals, public authorities, and stakeholders from across Europe, expanding your international network and learning from diverse perspectives.
- **Inclusive work environment:** Be part of a supportive and multicultural team, where collaboration, creativity, and innovation are encouraged.

## Requirements

- **Education:**
  - Higher education diploma in Communications
  - Experience in website management, mass emailing, and social media platforms is an asset
  - Experience in organising and coordinating events is an asset
  - Knowledge of EU policies, advocacy, and communication channels is an asset
- **Skills:**
  - Strong written and verbal communication skills with a keen eye for detail
  - Strong organisational skills, ability to manage multiple tasks
  - Excellent knowledge of Microsoft Office Package (Word, Excel, PowerPoint, Outlook) and Teams
  - Knowledge in graphic design software (InDesign, Canva) and web management systems (Joomla, WordPress)

- **Languages:**
  - English: excellent fluency in both oral and written communication
  - Any other language is an asset
- **Other requirements:**
  - Interest in ACR+ themes and activities
  - Pro-active attitude with the ability to work in a team as well as autonomously

## Terms and Conditions

- **Place of work:** ACR+ Brussels secretariat, Brussels, Belgium.
- **Expected starting date:** as soon as possible.
- **Full time job – 6 months internship contract under [Convention d’Insertion Professionnelle](#);**
- **Possibility of renewal or of employment contract at the end of the first internship period**
- **Other benefits :**
  - Holidays: 6 extra-legal holidays
  - Flexible working: our team organises its work to maintain a healthy work-life balance, including teleworking;
  - Dynamic, international and motivated team at the service of ACR+ members for a more sustainable resource management at local and regional European level!

## Application

To apply, send your **CV and a cover letter** to Marie Cardon ([mca@acrplus.org](mailto:mca@acrplus.org)), **before 15 April 2025**.

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

**Please note that applications will be screened as they come. Thus, the position might be closed before the closing date. We strongly invite you to send your applications as soon as possible.**

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