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ASSOCIATION  
OF CITIES  
AND REGIONS  
FOR RECYCLING  
AND SUSTAINABLE  
RESOURCE  
MANAGEMENT

ASSOCIATION  
DES CITÉS  
ET RÉGIONS POUR  
LE RECYCLAGE  
ET LA GESTION  
DURABLE  
DES RESSOURCES

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

## INTERNSHIP POSITION AT ACR+

### Project Assistant

**Starting date: 5 November 2014**

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

The Association of Cities and Regions for Recycling and sustainable Resource management (ACR+) is an **international network** of nearly 100 members with the aim of promoting the **sustainable consumption of resources and the management of municipal waste** through prevention at source, reuse, recycling and, as a last priority, energy recovery.

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 municipal waste management and sustainable consumption
- 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 an internship position as  
**Project Assistant for Technical and Dissemination Projects.**

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

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### **Tasks**

The internship will offer a **wide range of activities**, focusing on 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**.

Tasks and responsibilities include:

- Drafting technical papers, news, articles and information material
- Technical support on ACR+ publications

- 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)
- Elaborating and disseminating communication tools: leaflets, newsletters, posters, etc.
- Assisting in the organisation of events, trainings and study visits
- Help with translations (EN-FR-ES)

## Requirements

- Excellent command of English obligatory (near-native level), good command of French, knowledge of Spanish is a plus
- University degree with relevant knowledge in environmental topics
- Experience in project communication welcome
- Good communication skills (oral and written)
- Excellent computer skills: excellent knowledge of Microsoft Office Package (Word, Excel, Powerpoint, Outlook) obligatory, basic knowledge in design & publishing software's, knowledge in website management desirable
- Organised working style, pro-active attitude
- Ability to work in a team as well as autonomously

## Terms and Conditions

The position is available from 5 November 2014 at ACR+ Secretariat in Brussels. The duration **will be six months**.

This is an **unpaid internship**. A **limited reimbursement of costs** will be provided (300€ + public transport ticket within Brussels). The intern will be granted **two days of holidays per month**, amounting to 12 days in total for the duration of the internship.

## Application

Send you cover letter and CV (**max. 1 page each, in English**) by e-mail. A selection procedure by e-mail will be organised for the shortlisted candidates.

Please send your CV and letter to Ms Gaëlle Colas at [gc@acrplus.org](mailto:gc@acrplus.org) before  
**17 October 2014**

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.