



JOB DESCRIPTION: COMMUNICATION AND EVENT ORGANISATION INTERN

EUROMONTANA, the European Association of Mountain Areas is looking for a communication and event organisation ERASMUS trainee.

The candidate must have applied for an ERASMUS 'mobility' placement¹ in his home university and be available to do an internship for a period of 3 months minimum.

Period: Mobility can start at a flexible date (the sooner the better).

Location: Euromontana Secretariat, Brussels. Possible travel in France if trainee at the moment of the event.

Main job function: Practical tasks of event communication, paper and digital product development, animation of working groups on the topic of youth and other research topic that can interest the trainee.

Tasks (indicative and flexible schedule):

- **Participation in the daily work of the Euromontana association** (participating in conferences, helping with daily communication activities, preparing notes, news, articles...) around 2 days a week.
- **Specific involvement in the preparation of the European Mountain Convention 2012 on Youth in mountain areas** (October 2012, Chambéry) – 1-2 days a week:
 - Elaboration of content by creating and animating discussion groups on social networks with young people from mountain areas and from outside mountain areas, trying to spot the image they have from mountain areas, their expectations and ambitions: writing of a summary report;
 - Coordinating a call for application to awards that would be distributed at the conference rewarding excellence in thesis or studies carried out by young students regarding mountain development: conducting the selection process and writing of a summary report capitalising on the content of these studies;
 - Contribution to the development of communication around the event and all preparatory tasks related:
 - Contribution to design and layout of communication documents of the event (brochures, invitation, poster, conference papers, etc.)
 - Creation and update of the event's internet page
 - Communication of the event on social networks, on-line, magazines
 - Participation in Brussels meetings and networking with people working in/with the youth theme
- **Realisation of own research, under the supervision and with the help of Euromontana supervisor** -1-2 days a week

¹ For more information about the programme please visit http://ec.europa.eu/education/erasmus/doc1063_en.htm or ask your university officer in charge of International relations

Required competencies:

In order to fulfil the above responsibilities, the candidate should have the following profile:

- Communication, sociology, human sciences or similar background studies
- High level of social competencies in respect of internal and external communications
- Interest in themes related to youth (culture, young entrepreneurship etc...) and to mountains
- Language skills: Good level of English or French with an understanding level of the other, other European languages an asset
- IT skills: Office, design development tools, internet

Conditions of employment: Erasmus mobility placement– to be arranged with the home university by the student itself. Euromontana provides internship convention, supervision and guidance in the research carried during the traineeship and support to integration in Belgium. Depending on the profile of the candidate and motivation some advantages can be provided additionally to the Erasmus traineeship allocation.

Please send your CV accompanied by a short letter of modification (indicating your availabilities) in English or French, at info@euromontana.org