



ACR+

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

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+ Communication Assistant

**Internship duration: 6 months**  
**Starting date: 1<sup>st</sup> October 2015**  
**Application deadline: 31<sup>th</sup> August 2015**

### 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

### **Communication assistant.**

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

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### **Tasks**

The internship will involve a range of activities that focus on **support communication tasks** and information technologies for ACR+ activities, including **services to members**, dissemination of **European projects** and **promotion of the association**.



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## Key tasks and responsibilities:

- Elaborating and sending newsletters on a weekly basis
- Drafting, designing and sending mass mailings
- Drafting press releases and other external communication
- Managing social media account (Twitter)

Additional tasks include:

- Web content management (updating ACR+ and project websites)
- Translation tasks
- Proofreading tasks
- Database management
- Elaborating and disseminating communication tools
- Assisting in event organisation
- 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 Project Managers.

## 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 internship** and a **full-time position** starting on 1<sup>st</sup> October 2015 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 **two days of holidays per month**, amounting to 12 days in total for the duration of the internship.

## Application

A selection procedure by email 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 **31<sup>st</sup> August 2015**

*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.*