ACR+

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

VOLUNTEERING POSITION AT ACR+
Communications Assistant

Volunteership duration: 6 months
Expected starting date: 23 January 2017
Application deadline: 11 January 2017

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 nearly 100 members with the aim of promoting the **sustainable** management **of material resource** 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

Communications assistant.

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

Tasks

The volunteership 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**.

Key tasks and responsibilities:

- Elaborating and sending newsletters on a weekly basis
- Drafting, designing and sending mass mailings
- Drafting press releases and other external communications
- Web content management (updating ACR+ and project websites)

Additional tasks include:

- Assisting in event organisation
- Translation tasks
- Proofreading tasks
- Database management
- Elaborating and disseminating communication tools
- 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 Communication Manager.

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 volunteership under a voluntary contract** and a **full-time position** starting on 23 January 2017 (expected starting date) 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 volunteership.

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 Ms Gaëlle Colas at **gc@acrplus.org** before **11 January 2017**

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.