



The Alpine Convention is an international treaty between the Alpine countries (Austria, France, Germany, Italy, Liechtenstein, Monaco, Slovenia and Switzerland) as well as the EU, for the sustainable development and protection of the Alps. The Convention's text as well as further information on its activities and functioning are available at www.alpconv.org.

The activities of the Convention are supported by its Permanent Secretariat, whose tasks include:

- facilitating the implementation of the Convention and its Protocols;
- informing on and promoting the Convention, its Protocols and their implementation;
- fostering the development of projects in line with the objectives of the Convention and its Protocols, implemented by the Contracting Parties, NGOs and their interested partners.

The main seat of the Permanent Secretariat is Innsbruck (AT), with a branch office in Bolzano/Bozen (IT).

French, German, Italian and Slovene are the official languages of the Convention.

The Permanent Secretariat of the Alpine Convention is offering an internship

in the timeframe September 2020 - February 2021, for a period of 4 to 5 months

The intern will be supervised by a senior staff member of the Permanent Secretariat and will be, amongst other tasks, involved in one or more of the following activities of the Permanent Secretariat. The choice of activities will depend on the candidate's background, interests and on the needs of the Permanent Secretariat:

1. **Support in the organization of the meetings and activities of the Alpine Conference and of the AlpWeek Intermezzo (December 2020), of the Permanent Committee of the Alpine Conference, of the Convention's Thematic Working Bodies and of the Compliance Committee of the Alpine Convention.**

This entails support in the preparation of documentation, support in the translation and harmonization in the Alpine languages as well as organizational support for conferences and meetings.

2. **Supporting the implementation of the Convention**

This activity entails the support of specific projects carried out by the Permanent Secretariat or by the current Presidency of the Alpine Convention, in particular tasks related to the Macroregional Strategy for the Alpine Region (EUSALP).

3. **Communication and PR-activities**

This entails support in drafting news and articles for the Alpine Convention website and newsletter, support in the elaboration of PR strategies and communication plans, as well as translation and linguistic harmonization in all Alpine languages. The activities include an active involvement in the preparation and implementation of different projects, such as the Reading Mountains Festival (December 2020) or the Young Academics Award (December 2020).

4. **Activities related to the System of Information on the Alps (SOIA)**

This entails the support to activities related to the promotion of publications of the Alpine Convention, the update of the Permanent Secretariat's database as well as the involvement in GIS projects.

II. Profile of the candidate

The candidate needs to have the nationality of one of the Alpine Convention's countries or one of the EU countries. A Bachelor or Master's degree in one of the following topics is a prerequisite: geography, law, international relations, social, economic or political studies, spatial planning, sustainable development, communication, management, natural sciences. We are looking for a candidate who is either still studying or has recently finished his/her studies (not longer than 6 months prior to the application date). Upon selection, the candidate will have to provide evidence of health insurance.

The candidate is required to have an excellent knowledge of one of the Alpine languages (mother tongue or C2 level CEFR) - preferably French or German - and a very good knowledge of English (B2 level CEFR). Knowledge of further Alpine languages is an asset.

The candidate will master the MS office package (Word, Excel, Power Point). Knowledge of further software (such as design, desktop publishing, GIS or database) is welcome.

We are looking for a motivated candidate who is willing to work in a team in an international and multilingual environment, to deepen the knowledge of the Alpine languages and to gain an insight of the functioning of the Alpine Convention. The candidate will need to be flexible to work on diverse tasks as well as to adapt her/his working methods to match the sanitary regulations which may be imposed.

III. What we offer

We offer an experience in a dynamic, motivated, international and multilingual team with the possibility of experiencing different aspects of international cooperation for sustainable development. The internship position is open for a period of **4 to 5 months** in the timeframe **between September 2020 and February 2021**. The intern will receive a monthly allowance of 400 €.

The intern will be based in the office in Innsbruck and may be occasionally required to travel to the Bolzano/Bozen (IT) branch office or to other destinations in the framework of the tasks. Due to the sanitary situation caused by the Covid-19 pandemic as well as to ongoing construction works in the old town of Innsbruck, the intern will probably be required to work at least partly from home office.

In order to apply, please send a motivation letter (1 page max.) and a CV (both in English) by 5 July 2020 to internships@alpconv.org