THE URBACT EUROPEAN PROGRAMME SECRETARIAT
IS LOOKING FOR A COMMUNICATION INTERN

The URBACT Programme

URBACT is a European programme that facilitates exchanges between cities to promote sustainable urban development. It enables cities to work together to build solutions to the big urban challenges they are facing today. It asserts that cities have a key role to play in tackling the increasingly complex issues in European societies. It helps cities to home in on trailblazing, pragmatic, long-term solutions that address the economic, social and environmental aspects of urban development. This programme also shares good practices and lessons learned from exchanges with all city professionals across Europe.

Description of the internship

Communication activities are a strategic pillar for the programme, aiming that our stakeholders (doers and thinkers in the field of integrated urban development) from all over Europe have access and share relevant knowledge to foster sustainable urban development. The Capitalisation & Communication Unit is responsible – among other things – for the successful outreach to key players, with digital channels being a key way to reach all across Europe.

Under the responsibility of the Head of Unit and reporting directly to the Capitalisation & Communication officer, the intern will contribute to the design and implementation of the digital strategy of the programme.

Main tasks

Online communications:

- Contribute to the design of URBACT digital tools (videos, animations, reports, infographics etc.) and follow-up the production process with the service providers;
- Produce specific content for the web and social media – short videos, gifs, images, infographics;
- Editing and copywriting for the web - essentially news and events info, updating static pages;
- Assist with community management – Twitter, Facebook, LinkedIn primarily
- Contribute to the audit and evolution of URBACT website (archiving, tagging, clustering);
- Draft ad-hoc digital communication plans for the various URBACT projects;
- Check layout and proofing of various written documents (policy papers, case studies, articles etc.);
**Communication & Capitalisation Project support:**
- Support the unit with practical and logistical assistance for dedicated projects, in particular coordinating the filming and production of an online tutorial

**Events:**
- Support the design of various external events (knowledge sharing, info days, policy labs, closed seminars) – agenda drafting, contacting speakers, support event Lead in content production;
- Coordinate logistics - liaise with external providers and internal technical support.

The intern may be called to support to other unit activities.

**Profile**

This internship is ideal for a student of Communications, in particular institutional communications around public policy; but any student with a relevant diploma and demonstrable skills with digital tools would be considered.

- Strong interest in European affairs and/or urban issues;
- Experience in digital communication is particularly welcome;
- Excellent use of English, both written and spoken;
- Working knowledge of French;
- Good use of Adobe pack (Photoshop, Illustrator, InDesign etc.)
- Good use of Microsoft pack (Word, Excel, PowerPoint);
- At ease with social media publishing and monitoring
- Good interpersonal relations and ability to interact with different kinds of stakeholders (city representatives, high-level speakers, service providers, experts involved in the delivery);
- Very good planning skills, ability to work under pressure and to meet deadlines, ability to work independently;
- Be curious and eager to be part of a dynamic and experienced team;
- Be innovative and creative, have a good eye for details (publications, website, materials production);
- Possibility to travel in Europe.

**Additional Information**

**Duration and starting date**
6 months, ideally starting mid-March 2020 ending mid-September 2020.

**Internship conditions**

**Internship must take place within a training programme.** An internship convention will be signed between URBACT, the school/University and the intern. Internship allowance will be around 560 € per month + contribution to local transport and meal vouchers

Candidates are invited to check with their universities that they are allowed to travel in Europe, benefit from an insurance coverage for these trips and to confirm this in their cover letter.
Workplace
URBACT Secretariat
20, Avenue de Ségur, 75007, Paris

To apply
CV + cover letter (in English) exclusively by email to:
t.picquart@urbact.eu and n.morgan@urbact.eu

Deadline: 1 March 2020