



THE URBACT EUROPEAN PROGRAMME SECRETARIAT IS LOOKING FOR A COMMUNICATION INTERN

24 November 2021

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, through in-person events and with digital channels being a key way to reach all across Europe.

Events play a very important role in the frame of our communication activities, since they allow participants to access up-to-date and useful content, network and to be exposed to new working methods and instruments. URBACT events put cities, and the people who run them, centre stage, giving participants the chance to talk about realities on the ground, and how complex challenges are being met in all corners of Europe. While digital and online events have taken over the last 2 years, the programme is preparing for a major in-person event in June 2022.

Under the responsibility of the Head of Unit, the intern will contribute to the implementation of the 2022 communication plan of the programme, in particular the URBACT City Festival to launch URBACT IV and the relaunch of the URBACT website.

Main tasks

Events:

- With the Events Officer, actively take part in the design, planning and follow-up of the URBACT annual event (URBACT City Festival, due to take place June 2022 in the Paris region), Task Force meetings;
- Manage relations with relevant service providers and follow-up on general production calendar;
- Manage registration platform and participants queries;
- Follow-up on the design and organisation of specific sessions during the Festival;
- Assist in managing the digital content for City Festival website and other digital tools to be developed for the festival;
- Actively participate in the Festival and support the overall delivery of the event;
- Follow-up communication activities with participants and stakeholders after the event;
- Assist and prepare participation in other major in-person events, like Committee of Regions Mayor's Summit (Marseille, March 2022), World Urban Forum (Katowice, June 2022)
- Assist and prepare digital/online events and meetings

Digital:

- With the Communication Officer, contribute to the audit of the URBACT website and the preparation of the new website
- Identify content to migrate, archive, cluster etc
- Editing and copywriting for the web - articles, blog posts, news, events info;
- Draft ad-hoc digital communication plans for the various URBACT projects;

The intern might be called to contribute to other communication 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 urban issues;
- Experience in events planning/organisation is particularly welcome;
- 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);
- Experience with online meeting platforms (Zoom in particular)
- 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 (subject to public health rules).

Additional Information

Duration and starting date

6 months, ideally starting February 2022 ending July 2022.

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

Currently, distance working is possible 2 days a week – the situation may evolve. The intern will receive the necessary equipment for working from a distance.

To apply

CV + cover letter (in English) exclusively by email to:

t.picquart@urbact.eu and n.morgan@urbact.eu

Deadline: 20 December 2021