



## Job Description

### Position: Internship in Communications & Digital Media

Location: Regensburg, Germany

The EUROPARC Federation is Europe's largest network supporting and representing the work of Europe's Protected Areas. As a member organisation with interests in nature conservation and sustainable development, supporting our members with effective communication is essential to our work.

The EUROPARC Federation is currently looking for a full-time (40 hours) intern in its Communications department in Regensburg (DE). The intern will contribute to enhance the organisation's outreach and communications activities.

Candidates must be currently enrolled in a university study programme, have strong writing skills, be able to create and deliver well-crafted messages through a variety of media channels for internal and external stakeholders, and have good knowledge of a wide range of digital communication techniques, approaches and IT tools. The position requires excellent organisational and multitasking competencies, as well as attention to details and a constant disposition to learn.

We offer the opportunity to contribute directly to the work of EUROPARC, working alongside an international team. The intern will have the chance to further develop communication skills, to learn about EUROPARC Federation and its programmes, and to discover the functioning of European Protected Areas as well as EU environmental policies.

The intern will have the opportunity to learn a wide range of skills and acquire new knowledge by working alongside Communications professionals. The work will be centred around, but not limited to:

- Working alongside the Communications Manager on the production of EUROPARC's annual journal "Protected Areas In-Sight". This includes identifying authors, contacting authors, proofreading and finding suitable images;
- Assisting the Communications Team in producing a wide range of multimedia materials (text, video, images), content, articles and newsletters for Protected Area managers, and distribute these across different platforms (Facebook, X, LinkedIn & Instagram and others);

- Supporting and updating EUROPARC’s website, reviewing and maintaining content, creating maps and developing visually attractive layouts to increase accessibility;
- Supporting the creation and implementation of the 2024 Members Benefits Campaign, which includes communication outputs, but also organisation of the membership database;
- Supporting our Policy Unit with updating, creating and designing policy papers;
- Supporting the preparation and realisation of international events, including the online EUROPARC Conference 2024, as well as various seminars, workshops and webinars on different topics;
- Help contribute to the implementation of other communication tasks on EUROPARC’s main Programmes, projects and initiatives, such as the European Charter for Sustainable Tourism, Junior Ranger and Transboundary Parks Programme, ranging from dedicated social media to newsletters.

Throughout the period of the internship, the intern will work under the guidance of the Communications Manager and alongside other members of the EUROPARC Communications Team. The Communications Manager and Intern will discuss and co-produce a flexible work plan to outline the main tasks and activities. The intern is welcome to indicate his/her areas of professional interest, which EUROPARC will seek to accommodate during the internship.

## Required skills, knowledge and experience

### Essential Experience:

- A background in Communications & PR, Information Technology, Multimedia, Design or Journalism studies;
- Excellent communication skills (oral and written);
- Good know-how of video and graphic design programmes (Adobe Creative Studio and/or Canva);
- Good knowledge of different social media platforms, preferably in a professional environment;
- Confident in the use of Excel, and other MS Office programmes.

### Desirable Experience:

- Knowledge of website management through WordPress;
- Experience in database management (list hygiene, system development);



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### **Required personal competencies:**

Working at EUROPARC is dynamic, never dull, and most of all fun. We are looking for someone that can adapt quickly to changing situations and feels comfortable in a multicultural environment. Above all, we require:

- Fluency in English (oral & written) - this is prerequisite, as English is the official working language of the EUROPARC team. Other additional European language(s) is/ are welcome;
- Excellent organisational skills, able to deal with multiple concurrent tasks, with a high capacity to respond rapidly to and manage time between diverse activities;
- Ability to work in a digital environment;
- Ability to work independently and as part of a team;
- A 'self-starter' with a positive attitude, flexible and with a sense of humour as befits the multicultural working environment.

### **Internship prerequisites:**

#### **This position is UNPAID.**

The internship must be a required part of and contribute to your studies and the curriculum you are following. Candidates with the ERASMUS + Internship are especially encouraged to apply. Applicants must:

- Have legal authorisation to work in Germany – this is automatic for EU and EEA (Iceland, Norway and Switzerland) citizens;
- Be an enrolled student and able to provide a certificate of enrolment in an academic institution for the internship duration;
- Have finished at least 4 semesters of their studies;
- Be available for a period of a minimum of 5-6 months.

### **Internship conditions:**

- Duration: 5-6 months (longer internships may be considered);
- 40 working hours a week;
- 13 days of vacation (based on a 6-month internship);
- Ready to cover their own accommodation and insurance costs. (NB: Indicatively, accommodation costs in Regensburg can be around 500 EUR a month for a room);
- EU Health insurance along with private health / accident insurance from home country or contracted in Germany.

### **Starting date**

We are flexible regarding the start date of the internship, and welcome you to apply, indicating your possible starting date.

## Applications

Please send a one-page motivation letter and your CV to Esther Bossink by email: [esther.bossink@europarc.org](mailto:esther.bossink@europarc.org). Please indicate "Internship communications position" in the subject line.

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Documents to be submitted after successful application

- Evidence of Identity and eligibility of legal authorisation to work in Germany.
- Certificate of enrolment (issued by the corresponding university, special requirements apply).
- Contract with your university (ERASMUS+ funding).