



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 main tasks of the Permanent Secretariat of the Alpine Convention are:

- 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

Internships

(in the timeframes January - June & July - December 2019 for a period of 4 to 5 months)

The interns 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. **Supporting the meetings of the Alpine Conference and the so-called AlpWeek Intermezzo (April 2019), of the Permanent Committee of the Alpine Conference, of the Convention's Working Groups and Platforms and of other bodies of the 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. **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 2019) or the Young Academics Award (April 2019).

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

This entails supporting and updating of the Permanent Secretariat’s database, and supporting the activities related to the promotion of the 7th Report on the State of the Alps on “Natural Hazard Risk Governance” or other publications of the Alpine Convention.

4. Supporting projects for 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.

II. Profile of the candidate

The candidates need to have the nationality of one of the Alpine Conventions’ countries or one of the EU countries. A bachelor or master in the following topics is a prerequisite: geography, law, international relations, social and economic studies, spatial planning, sustainable development, communication, management, natural sciences. We are looking for candidates that are either still studying or have recently finished their studies (not longer than 6 months prior to the application date). Upon selection, the candidate will have to provide evidence of health insurance.

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

The candidates are required to master the MS office package (Word, Excel, Power Point). Knowledge of further software (such as design, desktop publishing or Geographical Information System software) is welcome.

We are looking for motivated candidates who are willing to work in a team in an international and multilingual context, to deepen their knowledge of the Alpine languages and who are flexible to work on diverse tasks.

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 positions are open for a period of **4 to 5 months** in the following timeframes: **between January and June 2019** or **between July and December 2019**.

The interns will be based in the office in Innsbruck and may be required to travel to the Bolzano/Bozen (IT) branch office occasionally or to other destinations in the framework of their tasks.

The intern will receive a monthly allowance of 400 €.

In order to apply, please send a motivation letter (1 page max.) and a CV (both in English)

by 05 October 2018 to
internships@alpconv.org

In the application, please specify the desired timeframe and duration (in months) of the internship.