



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 seeking

An intern

(4 to 6 months in the timeframe March to December 2018)

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 and interests and on the needs of the Permanent Secretariat:

1. Supporting the meetings 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 and organizational support in the meetings' preparation.

2. Communication and PR-activities

This entails support in drafting of 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 communication projects, such as the “Reading Mountains” Festival.

3. **Activities related to the System of Information on the Alps (SOIA)** This entails support and update of the Permanent Secretariat’s database and support in the activities related to the promotion of the 6th Report on the State of the Alps on Green Economy and the elaboration of the 7th Report on the State of the Alps on “Natural Hazard Risk Governance”.
4. **Supporting projects for the implementation of the Convention**
This activity entails the support to specific projects carried out by the Permanent Secretariat or by the current Presidency of the Alpine Convention.

II. Profile of the candidate

The candidate will have to be national 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 developments, communication, management, natural sciences. We are looking for candidates that are still studying or have recently finished their studies (in the last 6 months from 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), plus a very good knowledge of English (B2 level CEFR). Knowledge of one further Alpine language is an asset.

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

We are looking for a motivated candidate who is willing to work in a team and an international and multilingual context, to deepen her/his knowledge of the Alpine languages, and who is flexible towards different 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 position is open for a period of 4 to 6 months in the period between March and December 2018.

The intern will be based at the Innsbruck office and may be required occasionally to travel to the Bolzano/Bozen (IT) branch office or to other destinations in the framework of her/his 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)

within 19 November 2017 to
internships@alpconv.org

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