



**Local & Regional
Europe**

Press & Communication

Traineeship within Press and Communication department

Duration: from 3 to 6 months

Starting date: as soon as possible

The candidate must be a student in a European university and able to set up a trainee agreement between him/herself, the university and CEMR.

We are looking for a skillful trainee with an acute “communication flair”. The candidate will report to the Communication Adviser (Pierre Vander Auwera) and to the Press Officer (Georgina Mombo).

An excellent command of English and good command of French (spoken and written) is required.

1. Main tasks and responsibilities

The trainee will work within CEMR’s Secretariat General, in its Brussels office. She/he will:

a) Main activities

- Support in the development of the public and private parts of CEMR’s website
- Maintenance of CEMR website
- Research, write and translate topical news stories for CEMR’s bilingual (EN/FR) website
- Support the development of studies and publications
- Help handle queries from CEMR’s members, the media and other stakeholders. Search for photos to accompany articles and adapt using Photoshop
- Support in the development of communication campaigns including CEMR campaign ahead of the European elections in 2019
- Regular monitoring of press and institutional activities

b) Other activities

- Help with overall organisation of events
- Undertake a range of administrative tasks

2. Person specification

The successful candidate will have:

- Previous experience in communication, press or relevant field (preferable)
- General knowledge of EU affairs
- An understanding of local and regional government issues in Europe
- Knowledge of and ability to use new technology (website, social media, video, etc.)
- Ability to use IT tools and software such as Word, Excel, knowledge of Photoshop an asset
- Good written and spoken English and French
- Excellent organisational and administrative skills
- Ability to work effectively as a team member in a multicultural and multilingual environment

3. How to apply for this position

Please send us the following:

- A **response of maximum 200 words**, in English or in French explaining:
 - 1) why you are interested in this position,
 - 2) in what way you could best contribute to the work of the press and communication team
 - 3) what particular strengths you would bring to our work.
- A **curriculum vitae**, including employment history, secondary/higher education and professional qualifications.

Please send your application to pierre.vanderauwera@ccre-cemr.org. The deadline for application is **24 September 2018**.

The traineeship will start as soon as possible, ideally in October 2018. It will last between 3 and 6 months.

4. Additional information on traineeship

Please, *note that **the traineeship is unpaid***.

The position is based at CEMR's Brussels office; currently Square de Meeûs 1, 1000 Brussels. The **duration of the traineeship is of minimum three months**.

Office hours are between 9.00 and 18.00 (Monday-Thursday); 9.00-16.00 (Friday). Some flexibility in working hours will however be required.

Contact

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About CEMR

The Council of European Municipalities and Regions (CEMR) is the broadest organisation of local and regional authorities in Europe. Its members are over 60 national associations of municipalities and regions from 41 European countries. Together, these associations represent some 130 000 local and regional authorities.

CEMR's objectives are twofold: to influence European legislation on behalf of local and regional authorities and to provide a platform for exchange between its member associations and their elected officials and experts.

Moreover, CEMR is the European section of United Cities and Local Governments (UCLG), the worldwide organisation of local government.

www.cemr.eu