



PLATFORMA

**The European voice of local and regional authorities for
development**

COMMUNICATION AND EVENT MANAGEMENT INTERNSHIP

Brussels, February 2014

Description of the position

The intern will work under the supervision of the PLATFORMA Director on communication and visibility (mainly event management) issues relevant for the network. She/he will closely support the PLATFORMA team on the following activities.

1) Main activities

Communication Support

- Support in management of the content of the website
 - o Drafting of articles for the website and updating the various sections
- Drafting of the monthly newsletter – gathering partners' inputs, drafting and editing articles
- Support in producing content for PLATFORMA social media accounts
- Support in providing visibility to local and regional governments in the context of the European Year for Development
- Support in reporting to members and the EC on all those actions

Event management

- Logistical support
 - o Booking of venues, liaison with service providers, information to participants
- Support to the development of content
 - o Drafting of background notes
 - o Research on topics/speakers
 - o Support in closing the events/meetings
 - o Thank you letters
 - o Follow-up with participants and service providers
 - o Reporting

Other activities

- Support the team with other tasks that may be deemed appropriate

2) Skills and qualifications

- General knowledge of EU affairs and international development cooperation
- An understanding and sensitivity to development cooperation
- Knowledge of and ability to use new technology
- Ability to use IT tools and software such as Word, Excel
- Native level of French or English with excellent knowledge of the other language. Knowledge of other European languages is a plus
- Excellent writing skills
- Excellent organisational and administrative skills
- Ability to work effectively as a team member in a multicultural and multilingual environment
- Ability to work independently
- Ability to multitask and to prioritise

The candidate must be a student in a European university and able to set up a trainee agreement between him/herself, the university and the Council of European Municipal and Regions, which hosts the Secretariat of PLATFORMA.

3) How to apply for this position

Please send a cover letter in English, stating why you are interested in this position and what you can bring to the work of PLATFORMA in the areas mentioned above. Indicate in the heading of the email and of all the documents sent for which internship programme you are applying to.

Please send your application by email to platforma@ccre-cemr.org. The deadline to apply is 16th March.

4) Additional information about the traineeship

Please note that the traineeship is unpaid.

The traineeship will start on March 27th. The duration of the traineeship is of minimum six months.

The position is based in Brussels, in Square de Meeûs 1, 1000 Brussels. Office hours are between 9.00 and 18.00 (Monday-Thursday) and 9.00-16.00 (Friday). Some flexibility in working hours may however be required.

About PLATFORMA

PLATFORMA is the network representing local and regional governments (LRGs) and their associations active in the field of development cooperation between Europe and partner countries.

PLATFORMA has represented local and regional governments throughout the Structured dialogue process and participates in the Policy Forum on Development.

Since its launch, in 2008, at the European Development Days in Strasbourg, PLATFORMA has actively engaged with the European institutions to inform and participate in shaping the EU development policy with two main objectives; i) Strengthening EU support to local governance in partner countries and, ii) Strengthening EU support to decentralised cooperation.

PLATFORMA has 34 members (see list below): national, European and international associations, as well local and regional governments (more information on www.platforma-dev.eu). The Secretariat is hosted by the Council of European Municipalities and Regions (www.ccre.org).

- French Association of the Council of Municipalities and Regions (AFCCRE)
- Italian Association of the Council of Municipalities and Regions (AICCRE)
- Association International des Maires Francophones (AIMF)
- National Association of Italian Municipalities (ANCI)
- Romanian Association of Municipalities (AMR)
- Association of European Border Regions (AEBR)
- Association of Ukrainian Cities (AUC)
- Congress of Local Authorities from Moldova (CALM)
- Council of Municipalities and Regions (CEMR)
- United Cities and Local Governments (UCLG)
- Commonwealth Local Government Forum (CLGF)
- Conference of Peripheral Maritime Regions (CPMR)
- Cités Unies France (CUF)
- Province of Barcelona
- Association of Estonian Cities (EEL)
- Association of local authorities from the Basque country for international cooperation (EUSKAL Fundoa)
- Spanish Federation of the Municipalities and Provinces (FEMP)
- Mallorqui Fund for Solidarity and Cooperation
- Catalonia Region
- Lyon Metropolitan Area
- Center for Public Administration Research (KDZ)
- Latvian Association of Local and Regional Governments (LALRG)
- Nantes Metropolitan Area
- City of Paris
- National Association of Local Authorities of Georgia (NALAG)
- Forum of Regional Governments and Global Associations of Regions (ORU-FOGAR)
- Region Provence-Alpes-Côte d'Azur (PACA)
- Tuscany Region
- German Association of the Council of European Municipalities and Regions (RGRE)
- Swedish Association of Local Authorities and Regions (SALAR)
- Union of Towns and Municipalities of the Czech Republic (SMOCR)
- Association of Netherlands Municipalities (VNG)
- Association of Flemish Cities and Municipalities (VVSG)
- Associations of Towns and Communities of Slovakia (ZMOS)

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With the support of the European Commission

