



PLATFORMA
The European voice of **Local** and
Regional authorities for development

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Communication internship

Brussels, November 2016

PLATFORMA offers an internship for press and communication (EN/FR)

Role: Work with and provide support to the Press & Communication Officer mostly in contributing to press releases, website news, newsletter (writing as translating), supporting social media accounts management (especially Twitter, YouTube & Flickr), helping in the development of PLATFORMA new website, supporting the organisation of events, ensuring contacts with PLATFORMA members or contractors (mainly communication agencies) ...

The trainee is expected to work under tight deadlines, to be able to prioritise and to show initiative and diplomacy as well as acute "communication flair".

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 (CEMR), which hosts the Secretariat of PLATFORMA.

Education & Experience

- Graduate higher education in press and communication
- Strong interest in EU current affairs and ideally and international development cooperation
- Ability to work effectively as a team member in a multicultural and multilingual environment
- Ability to work independently
- Ability to multitask and to prioritise

Skills & Competencies

- Native level of French or English with excellent knowledge of the other language (oral and written)
- Journalistic writing skills
- Experienced with social media
- Ideally previous experience of website management (CMS)
- Ideally some knowledge of Photoshop, In-design...
- Knowledge of other European languages is a plus, especially Spanish

Practical info:

- Start of the traineeship: as soon as possible from 15 January onwards.
- Not remunerated; PLATFORMA will pay €8 per working day for meals and the public transport commuting within Brussels costs upon presentation of the STIB/SNCB card;
- 38 hours per week: 9am-6pm Mondays to Thursdays; 9am-4pm on Fridays
- 3-month traineeship minimum
- Training agreement (convention de stage) with the university/school compulsory

How to apply:

- Please send a cover letter and CV (one written in English, the other in French), stating why you are interested in this position and what you can bring to the work of PLATFORMA in the areas mentioned above.
- Please send your application by email to application.platforma@cce-cemr.org
- **The deadline to apply is 12 December 2016.**
- Interviews will be scheduled in the week of 19 December and can be done by Skype if the candidate is not in Brussels.

About PLATFORMA

Since its creation in 2008, PLATFORMA has been the voice of European local and regional governments active in decentralised cooperation – the town-to-town, region-to-region development cooperation, closer to citizens and more effective.

PLATFORMA's role is to increase recognition of the work of local and regional governments in international cooperation, deepen the dialogue with European institutions and promote effective decentralised cooperation for the development of partner countries.

In 2015, PLATFORMA signed a Strategic partnership with the European Commission Directorate-General for International Cooperation and Development (DG DEVCO), whereby signatories commit to take actions based on common values and objectives to tackle global poverty and inequality, and to promote democracy and sustainable development.

PLATFORMA has around 30 members representing more than 100.000 local and regional governments: national, European and international associations, as well local and regional governments.

The Secretariat of PLATFORMA is hosted by the Council of European Municipalities and Regions (CEMR) (more information on www.ccre.org).