



**Local & Regional  
Europe**

# **Press & Communication**

## **Traineeship within Press and Communication department**

Duration : minimum 3 months

Starting date: ideally beginning of March

***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.***

In preparation of our Conference on Equality, Diversity and Inclusion, and a campaign on 'Europe in 2030', 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
- 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 our upcoming Conference on Equality, Diversity and Inclusion ([www.cemrbilbao2018.eu](http://www.cemrbilbao2018.eu)) and our "Europe 2030" publication
- Regular monitoring of press and institutional activities
- Create press reviews

### **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 press, communication 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@cce-cemr.org](mailto:pierre.vanderauwera@cce-cemr.org). The deadline for application is **25 February 2018**.

The traineeship will start as soon as possible, ideally in March 2018.

#### **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**

Pierre Vander Auwera  
Square de Meeûs 1  
1000 Brussels  
Tel. + 32 (0)2 500 05 41  
[pierre.vanderauwera@cce-cemr.org](mailto:pierre.vanderauwera@cce-cemr.org)

#### **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](http://www.cemr.eu)