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# Internship

## At the joint secretariat (JS) in Salzburg, Austria

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The Interreg Alpine Space programme is at the forefront of the transition to a unique, carbon neutral and climate resilient European territory: the Alpine region. We tackle common challenges and contribute to improve the quality of life of 80 million inhabitants by co-financing and supporting cooperation projects across the borders of seven Alpine countries. Through innovative and pioneering ideas and projects, we fosters the integration of sustainable economic development, societal wellbeing and the preservation of the outstanding nature of the Alpine region.

The programme connects actors from various sectors and different policy levels from the seven partner states. They work together, exchange ideas and develop joint solutions, with the aim of influencing policy-making and improving quality of life in the region. We are working in close coordination with the macro-regional strategy for the Alpine region (EUSALP) and the Alpine Convention. We are funded by the European Regional Development Fund (ERDF), thanks to which we will support with € 107 million over 60 Alpine-wide cooperation projects in the period 2021-2027.

The Land of Salzburg acts as managing authority (MA) and as joint secretariat (JS) of the programme. As MA it bears the overall responsibility for the sound and successful implementation of the programme. As JS it manages the day-to-day operations and communication. The Land of Salzburg is now hiring an intern for the JS.

For more information, visit [www.alpine-space.eu](http://www.alpine-space.eu)

## Main tasks of the intern

- Supporting the JS communication manager, particularly for:
  - Development of project communication tools (e.g. website, visibility requirements, drafting of short project descriptions, digital tools).
  - Website's update (events and news section).
  - Social media management (e.g. calendar setting, copywriting, visuals, etc.)
  - Proofreading and drafting content for publications and newsletter.
  - Event organisation (e.g. 25 years anniversary, online seminars, on-site trainings for project

- partners, networking event): planning, roll-out and post-processing.
- Archival research and digitalisation.
- Any other tasks as required.
- Supporting project officers in monitoring the implementation of co-financed projects and in preparing the third call for project proposals.
- Assisting the JS in evaluation activities of the programme performance.
- Supporting in the preparation and post-processing of meetings of programme management bodies.
- Participation in such meetings and/or meetings of co-financed projects, as required.
- Supporting in the administrative, organisational and technical implementation of the programme.

## Required qualifications and skills

The person applying for the intern position should fulfil the following requirements:

- Fluency in spoken and written English is required, as well as in one of the following languages: German, Italian, French or Slovene;
- Knowledge of additional languages of the cooperation area is of advantage;
- At least three years of undergraduate studies at University level: European studies, communication, spatial development or any related fields;
- Personal skills and interest in communication and public relations matters;
- Knowledge of European regional policy and enthusiasm for European affairs;
- A flair for the Alps and interest in the thematic fields of environmental issues, innovation, digitalisation, culture, demography and regional development;
- Good knowledge in MS-Office (especially in Word, Excel and Power Point), internet literacy;
- Experience in website management (WordPress), social media, and graphic design (Canva) are welcome;
- Capacity to work independently, service-oriented and friendly attitude;
- Cooperative and team-oriented way of working.

## Terms & conditions

- The internship will last up to 6 months and **must be part of the student's university curriculum** (official agreement must be concluded with the intern's university).
- The remuneration is € 954.36 gross monthly. Travelling costs (based on second-class train ticket) from the intern's hometown to Salzburg at the beginning and return at the end of the internship are covered by the programme.

- The general weekly working time is 39.5 hours in our offices in Salzburg, Austria. The position does not offer the possibility of teleworking.
- The intern must be a citizen of an EU-Member State or a Partner State of the programme.
- **Expected starting date: February 2025.**

## Application process

- **Deadline for application: 18:00 Monday 2 December 2024.**
- The application is taking place exclusively on-line at the following link:  
[https://ec.europa.eu/eusurvey/runner/intern\\_winter\\_2025](https://ec.europa.eu/eusurvey/runner/intern_winter_2025)
- Candidates should confirm that the internship is part of their university curriculum, indicate the earliest possible starting date and upload a cover letter and a CV in English (further documents upon request only).
- The JS will hold online interviews with shortlisted candidates in week 50.
- All applications will be acknowledged.

## We are looking forward to receiving your application!

Contact in case of questions: +43 662 8042 3711 or [js@alpine-space.eu](mailto:js@alpine-space.eu)