

Communication apprentice

Work-study programme (FR: Contrat d'apprentissage ou contrat de professionnalisation) for one or two years

June 2024

Introduction

Interreg Europe (2021-2027) is a Europe-wide funding programme, aimed at improving regional policy implementation through interregional cooperation. It targets policymakers and implementers of regional policy, in particular those responsible for Structural Funds. The programme is covering 27 EU member states, Norway and Switzerland, extension of the territory to several EU candidate countries is planned.

The programme offers two actions: interregional cooperation projects and the policy learning platform. Projects can run 3-5 years, and the Platform will run for eight years.

The programme focuses on capacity building and for the 2021-2027 period, it covers all topics relevant to the cohesion policy. The total programme budget amounts to 379 million euros.

Further information on: www.interregeurope.eu

For implementation of the programme, a joint secretariat has been set up in Lille (France).

The joint secretariat is looking for a communication apprentice with a focus on digital outreach.

The communication intern should have good knowledge of digital landscape. The person will be supporting other communication team members in the programme's communication strategy implementation. This will include preparing posts for social media, running and evaluating social media campaigns, organising various international online and in person events, preparing and publishing content on various digital channels. S/he will contribute to building an active community of policymakers.

Tasks and responsibilities

The following is an indicative, but not an exhaustive list of expected activities:

- Contribution to the annual programme's communication plan
- Contribution to the social media campaign design and implementation
- Creation of short videos
- Website: content creation, publishing, editing
- Content creation respecting templates
- Online community user management
- Organisation of online and in person events and meetings
- Assistance with public procurements
- Contribution to the newsletter
- Secretarial and administrative work

Qualifications/ Selection criteria

Requirements:

- University student in a communication school, preferably a Master student (first or second year);
- Fluency in English and proficiency in at least one of the other EU languages; other languages appreciated;
- Knowledge of / experience in digital communications: social media, community management (building and activating online community);
- Good organisational skills, accuracy and assertiveness;
- Good computer literacy (Microsoft Office, etc.);
- Good knowledge of and genuine interest in the online environment

Desirable:

- Familiarity with web tools (CMS such as WordPress/Drupal or similar; Mailchimp; Zoom, analytics for web and social media, YouTube, etc)
- Video making and editing, experience with Adobe Creative Cloud, Canva or similar;
- Knowledge of variety of content formats including video/audio, mobile, social networking and user generated content.

Other relevant skills:

- Capacity to work in an international environment;
- Sense of initiative;
- Good analytical skills;
- Ability to anticipate, propose and implement solutions;
- Open-mindedness;
- Independence, but good team working abilities;
- Ability to juggle different tasks at the same time and to respect deadlines.

Location

Interreg Europe Joint Secretariat, Les Arcuriales – 45, rue de Tournai, entrée D, 59000 Lille, France.

Terms of employment

The position is based on a contract under French law. Contract will be made between the individual and the GEIE GECOTTI-PE, on behalf of the Region Hauts-de France, Managing Authority of the programme. **The position is in Lille (France).**

- 35H/week
- Up to 2 days/week of teleworking possible
- Paid holidays
- Health insurance
- Tickets-restaurant
- 50% reimbursement of public transport abonnement from home to the office

- Remuneration in accordance with French labour law related to apprentice
- Expected start date: October 2023

Applications

All applications including the below documents, should be submitted in English:

- a cover letter
- a Curriculum Vitae preferably in standardised Europass format

This documentation will form the basis of the initial stage of candidate assessment.

The applications are to be sent by e-mail to i.astrauskaite@interregeurope.eu, please indicate in the subject line:

“*your name* - position of Communication apprentice”

Candidates are invited to provide an easy way to contact them (mobile phone or landline).

Interviews

Selection will be made through a competition based on an interview with the secretariat.

The secretariat reserves the right to shortlist candidates in the manner it deems most appropriate, including on the basis of the essential requirements.

Pre-selected candidates will be invited for an online or in-person interview.

EEIG GECOTTI-PE, 45 rue de Tournai 59000 Lille France, will collect, process and store the information that you provide when you apply. This data will be used for recruitment purposes only. The data of candidates invited to the interview in Lille will be shared with our HR consultant and the Managing Authority who will use it only in accordance with our instructions and in the same purposes. The data of other candidates will not be shared with anyone else. We will keep this data for audit purposes in respect of Common Provisions Regulation (EU) No 1303/2013 Article 140. When the period stipulated in this article is over, we will delete it. If you require the erasure of your personal data before that date, please email us at HR@interregeurope.eu