**COMMUNICATIONS & SOCIAL MEDIA INTERN**

(M/F, 3-5 days, 22.5 - 37.5 hours per week)

Organisation: Europa Nostra
Location: The Hague
**Closing date: 30 September 2016**
Contract: 3 to 6 months
Start date: Between 17 October and 1 November 2016

**Europa Nostra**, the leading heritage organisation in Europe, is looking for a strongly motivated and pro-active **Communications & Social Media Intern** to support its Communications team.

Covering 40 countries, Europa Nostra is the most representative heritage network in Europe. We campaign to save Europe's endangered monuments, sites and landscapes, in particular through ‘The 7 Most Endangered’ programme, run in partnership with the European Investment Bank Institute. We celebrate excellence through the EU Prize for Cultural Heritage / Europa Nostra Awards. We also contribute to the formulation and implementation of European strategies and policies related to heritage, through a structured dialogue with European Institutions.

**Tasks**

Some of the tasks will include:
- Assisting staff members in updating the website
- Using Facebook, Twitter and other social media
- Photo editing (Gimp, Photoshop), uploading and archiving (Flickr)
- Preparing presentations and slides
- Collecting press clippings and preparing press files

**Profile**
- BA or MA student
- Fluent in English and knowledge of other European languages will be an asset
- Computer literacy (MS Office, Google Drive, Internet)
- Basic understanding of a CMS (Content Management System, i.e. Wordpress) and CRM (Customer Relationship Management)
- Graphic design skills will be an asset
- Accuracy and precision
- Ability to work in a team, but also fully independent
- Prepared to live in The Hague or its surroundings

**What we offer**
An inspiring international working environment in a very well established mission-driven organisation with a large network of members and contacts in all parts of Europe and within a multicultural and multilingual staff team.
An internship fee of up to € 300 per month for 37.5 hours / 5 days.

**Applications**
Applications should include a motivation letter and a full curriculum vitae, and should be sent to sm@europanostra.orgno later than **30 September 2016**, to the attention of Mrs Sneška Quaedvlieg-Mihailović, Secretary General of Europa Nostra.

For additional information you may contact:
Mrs Silvie Barends Malinovska
Phone: +31 70 302 40 57
Email: sm@europanostra.org

[**www.europanostra.org**](http://www.europanostra.org/)

**INTERNSHIP
EUROPEAN UNION PRIZE FOR CULTURAL HERITAGE / EUROPA NOSTRA AWARDS
AND 7 MOST ENDANGERED PROGRAMME**

(M/F, 5 days, 37.5 hours per week)

Organisation: Europa Nostra
Location: The Hague **Closing date: 30 September 2016**
Contract: 3 to 6 months
Start date: Between 17 October and 1 November 2016

The trainee will report directly to the coordinators responsible for the overall co-ordination, management and operation of the European Union Prize for Cultural Heritage / Europa Nostra Awards and of The 7 Most Endangered programme.

The European Union Prize for Cultural Heritage / Europa Nostra Awards was launched in 2002 by the European Commission and has been organised by Europa Nostra since then. The Prize celebrates and promotes best practices related to heritage conservation, management, research, education and communication. In this way, it contributes to a stronger public recognition of cultural heritage as a strategic resource for Europe’s society and economy.

The 7 Most Endangered Programme was launched in January 2013 by Europa Nostra with the European Investment Bank Institute as founding partner and the Council of Europe Development Bank as associated partner. The programme identifies endangered monuments and sites in Europe and mobilizes public and private partners on a local, national and European level to find a viable future for those sites. Its aim is to serve as a catalyst for action and to promote “the power of example”.

**Tasks**
Some of the tasks will include:
- Supporting the administration of the Awards Scheme and The 7 Most Endangered programme
- Translations and proofreading
- Updating visual documentation
- Photo editing (Gimp, Photoshop)
- Registering incoming applications
- Answering general inquiries
- Attending weekly staff meetings
- Assisting staff members in the organisation of the Europa Nostra Annual Congress and Awards Ceremony 2017 (Turku, June 2017)

**Profile**
- BA or MA student
- English native speaker (strong preference) or fluent in English; good command of French or other European languages will be an asset;
- Computer literacy (MS Office, Excel, Internet)
- Graphic design skills will be an asset
- Accuracy and precision
- Flexibility
- Ability to work in a team, but also fully independent
- Prepared to live in The Hague or its surroundings

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