



ALPARC is the Network of all protected areas within the Alpine Convention area, from France to Slovenia.

Its members take part to the actions referring to their needs and interests. Actually, all in all more than 1000 large alpine protected areas are listed. They cover about 28% of the Alpine space (Alpine Convention area), a part of them with their own administration. About half of these institutions are yet member of the ALPARC association.

This network was created almost 25 years ago in the aim to realise common projects, to initiate exchanges of technics, to evaluate the efficiency of management methods and to organise meetings and professional events about different topics in the spectrum from fauna monitoring to climate change.

The aim of the Alparc association is to promote the exchange of expertise, techniques and methods among the managers of Alpine protected areas. The association initializes and facilitates realizing common projects among the Alpine protected area and performs their international coordination conforming to the Alpine Convention.

The coordination unit manages the implementation of joint European projects involving protected areas, organises conferences, symposiums, workshops and meetings and produces publications and other communication products and tools.

Every year it also arranges the meetings of the ALPARC Board, Council and General Assembly. For this, it has a permanent team of multilingual people and also responsables for contractual particular projects.

The headquarter of ALPARC is in Chambéry (Savoie / F).

www.alparc.org

ALPARC recruits a Project Assistant Communication

for its office in Chambéry (France)

I. Job description

The ALPARC team is responsible for managing and coordinating international activities among the Alpine protected areas. It also coordinates or contributes to various major projects within the Alpine Convention and the alpine macroregional strategy such as the setting up of a transalpine ecological network or measures to combat climate change. It develops international projects notably within the framework of European programmes, which aim to promote a sustainable development of Alpine areas and notably in the territories of the protected areas. It carries out communication activities throughout the Alpine protected areas and is heavily involved in environment education projects. Our organisation has a great need for good project assistance and realisation and the linked administration tasks.

The position will notably be devoted to internal and external communication, event assistance and linked administration tasks.

The communication assistant will be work closely with the directory and project leaders in:

(The following list is neither exhaustive nor in order of priority)

1. Support in the organisation of ALPARC events and workshops

These tasks include the preparation and organisation of especially the ALPARC GA and the communication for the memorial Danilo Re (January 2020); follow-up of the project Youth at the top 2019 and the organisation of a special event for the 25th anniversary of ALPARC in the frame of the IUCN world congress 2020.

2. Further elaboration and implementation of the ALPARC communication strategy

Follow-up of the social media strategy and its implementation, promotion of ALPARC's activities and organisation, coordination and/or elaboration of texts (articles, coordination of the newsletter and Emailing) and graphics (flyers, video clips)

3. Data base management and development

Actualisation and development of the ALPARC Data base in collaboration with external experts (File Maker).

4. Development and actualisation of the Internet site of ALPARC

The assistant should participate at the development of the ALPARC homepage and regularly actualisation and structuring its contents.

5. Assistance within other working fields of ALPARC

The communication and event assistant can be in charge of other current tasks of the association.

II. Required profile

The assistant should hold a higher education diploma at Baccalaureate level and a university degree (Master) in a subject related to the tasks concerned. **Technical knowledge of the management of data base (File Maker), Internet site managing, and graphical skills are added assets.**

At least **2 years** of professional experience in a similar job is required. Practical experience in the field of **international relations** or cooperation at an international level is a plus.

The communication assistant must be a native speaker of one of the four official languages of the Alpine Convention (French, Italian, German, and Slovene) and if possible have a good command of one other Alpine language. In addition, a good knowledge of written and spoken English is important. ALPARC reserves the right to verify language skills by oral or written tests during the hearing.

The communication and project assistant must also be able to work in a team in an international context, be comfortable with IT tools and be able to work **independently**; have good communication skills and a highly meticulous approach to the organisation of their work and to the carrying out of their various tasks. Travel within the Alps and beyond may be required and should be expected as part of the job assignment.

The candidate must hold a current driving licence.

III. Job conditions

The contract is for a limited 10-month period (CDD) and can be prolonged if the number of projects is stable. Recruitment will be made for a weekly job according to current legal regulations. The place of work is Chambéry/France. Travel in countries of the Alpine Convention or other countries.

Duration of the job contract: 10 months from 1st of July 2019; prolongation possible.

French Employment Law and the Activities Collective Agreement govern the contractual relations between ALPARC and its employees in its Chambéry office.

Please submit your application in **French and in English**:

- CV in European Europass format together with:
- Europass Language Passport (<http://europass.cedefop.eu.int>),
- Covering letter in French of no more than one page,
- copies of diplomas or proof of professional experience,

by electronic mail only, before:

7th of June 2019 - 2 pm

to ALPARC at the following address: info@alparc.org and to recrutement@alparc.org

A short-list will be drawn up based on the written applications.

Interviews will be held in Chambéry at the **11th and 12th of June.**
