



www.acrplus.org

ASSOCIATION
OF CITIES
AND REGIONS
FOR SUSTAINABLE
RESOURCE
MANAGEMENT

ASSOCIATION
DES CITÉS
ET RÉGIONS POUR
LA GESTION
DURABLE
DES RESSOURCES

ASOCIACIÓN
DE CIUDADES
Y REGIONES PARA
LA GESTIÓN
SOSTENIBLE
DE LOS RECURSOS

Join ACR+, the Association of Cities and Regions for sustainable Resource management!

The Association of Cities and Regions for sustainable Resource management (ACR+) is an **international network** of nearly 90 members with the aim of promoting the **sustainable management of material resource** through prevention at source, reuse and recycling.

ACR+ membership mainly consists of local and regional public authorities as well as national networks of local authorities representing more than 1100 municipalities around Europe (EU-28 + candidate countries) and neighbourhood policy countries.

ACR+ endeavours to:

- Develop the expertise of public authorities and encourage practical action in waste management, sustainable consumption and production
- Anticipate new developments and future challenges facing local and regional authorities
- Promote the creation of partnerships to develop eco-efficient solutions
- Encourage harmonization of concepts, definitions and standards.

FOR MORE INFORMATION ABOUT ACR+: www.acrplus.org

We are offering a volunteering position as

Communications assistant

The successful candidate will be part of the ACR+ Secretariat team in Brussels.

Tasks

The volunteership will involve a range of activities that focus on providing **support for communication tasks** for ACR+ (including **services to members**, dissemination of **European projects** and **promotion of the association**) and for the [EPR Club](#).

Key tasks and responsibilities:

- Preparing and sending ACR+ newsletters on a weekly basis;
- Drafting, designing and sending mass mailings;
- Web content management;
- Elaborating and disseminating external communication tools;
- Support to project managers for communications tasks of European-funded projects;
- Assisting in event organisation.

Additional tasks include:

- Drafting press releases;
- Translation tasks;
- Proofreading tasks;
- Database management;
- Support in the preparation and follow-up of meetings;
- General support in various administrative/office tasks.



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The successful candidate will be part of the ACR+ Secretariat team in Brussels, reporting to the Secretary General and the Communications Manager.

Requirements:

- **Education and experience**
Degree in Communication, Public Relations or Marketing is preferred;
Other degrees (EU law, economics or politics; environmental topics) and a basic knowledge/interest in communication;
Relevant experience in communication welcome.
- **Languages:**
Perfectly fluent in **English (native speaker or equivalent)**, good command of **French**, any other language an asset.
- **Computer skills:**
Obligatory: Excellent knowledge of Microsoft Office Package (Word, Excel, Powerpoint, Outlook).
Asset: Basic knowledge in graphic design and web management
- **Other skills:**
Excellent **drafting skills**;
High interest in **ACR+ themes** and activities;
Good knowledge of **social media**;
Good communication skills (oral and written);
Organised working style, detail-oriented, pro-active attitude;
Ability to work in a team as well as autonomously.