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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 sustainable Resource management (ACR+) is an **international network** of nearly 100 members with the aim of promoting the **sustainable consumption** and management of **material resources** 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](http://www.acrplus.org)

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We are offering a volunteering position as

## Project and Communications Assistant for European Projects.

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

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### Tasks

The volunteership will involve a range of activities focusing topical research and communication tasks around different [ACR+ projects](#). The successful candidate will also be involved in preparing ACR+ **publications and reports**, as well as have an opportunity to take part in different thematic **events**.

A significant part of the internship will be devoted to assist project managers on three projects focusing on **waste strategies in touristic areas and island**, especially on dissemination activities.

### Key tasks and responsibilities:

- Drafting of press releases and other external communication, in collaboration with the partners of the different projects
- Web content management for project websites
- Monitoring of news, events and projects focusing on waste in touristic places and in islands
- Managing social media accounts (Twitter, Facebook)
- Drafting of news, articles and information material



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- Propose and implement dissemination activities to promote the projects' outputs to the relevant target audiences
- Providing general support to the activities of the ACR+ Secretariat, including supporting Project Managers working on European projects (e.g. website management and preparation of content)

**Additional tasks include:**

- Technical support on ACR+ publications
- Assisting in the organisation of events, trainings and study visits
- Help with translations

**Requirements:**

- **Education** and experience  
University degree with relevant knowledge or experience in communication and/or environmental topics  
Previous experience in project work and communication welcome
- **Languages:**  
Perfectly fluent in **English (native speaker or equivalent)**, 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**, interest in website management  
Good communication skills (oral and written)  
Organised working style, detail-oriented, pro-active attitude  
Ability to work in a team as well as autonomously