



EN

Internship offer 2012

Assistance to the project management within the international cooperation of ALPARC (Alpine Network of the Protected Areas)

✓ Missions

1. Project " General Assembly of the Alpine Network ( ALPARC)" which will be held on September the 3<sup>rd</sup> 2012 in Valposchiavo (CH) during the alpine week 2012 : <http://www.alpweek.org/2012/>

**Context:**

**« The Alps reinvent themselves»**

*“How renewable are the Alps?”, “What are the renewable resources the Alps can build a future on?”, “How can a sustainable future be built on past experiences and know-how?” These questions will be addressed during the third Alpweek taking place in Valposchiavo, Switzerland, 4-7 September 2012. All those, who are engaged in and for the Alps, are invited to contribute to a manifold of discussions and presentations from different perspectives, ranging from nature protection to demographical issues. The key role of future generations will be a main feature of the event.*

- Implementation of the communication (through the Web site [www.alparc.org](http://www.alparc.org) , ALPARC's Newsletters ALPARC, emails, etc.)
  - Management of inscriptions (preparation of the registrations forms, relaunch, etc...)
  - Support in the organisation of the event's contents (in particular for the thematic conference " The renewable Alps ")
  - Logistics organisation (accommodation), transport, practical document for the participants, etc.)
  - Welcoming of participants
  - Implementation of the evaluation of the event (evaluation questionnaire, analysis of the collected questionnaires, etc.)
2. **Update of our database: picture library**
    - Selection and integration of new photos
  3. **Assistance and support by the preparation of a Newsletter**
    - Writing of articles
    - Translations according to the own mother tongue
    - On-line publishing of articles
  4. **Support in the preparation of the annual report activity of ALPARC 2011-2012**
    - Assistance by the realisation of this document

**Further:**

- Participation in other current projects of the team, with occasional translations for projects in progress, depending on the language competences.

**Period:** 6 months. From April to September 2012

**Place of the internship:** Chambéry (France)

✓ **Profile :**

**Study level:** master degree in project management, but the offer is also open to other students. Knowledge in ecology, protected areas management and nature protection would be appreciated. Competences in management, organisation and logistics is essential and as well to work autonomous high responsibility and good social competences are necessary.

Computer skills: Microsoft Office (Word, Excel, PowerPoint, Outlook) and Internet.

**Languages :** Within ALPARC, in the framework of the alpine Convention, the 4 official working languages are: French, Italian, German and Slovenian.

French is the working language in the team. A high knowledge of English is required.

*N.B.: Please note that to reach the internship it is necessary to master at least:  
- French, another alpine language and English.*

✓ **Conditions:**

- An internship wage will be paid.
- Personal computer and desk.
- Missions on field could eventually be requested, possible travels in the Alps region depending on the the projects.

**The person who wishes to apply must be connected with a training institution (University, etc..).**

For more information about internship conditions in France please refer to the following website:

<http://www.infostages.com/etudiant-stage-conventionne.htm>

**Context:**

The Task Force Protected Areas is an international organisation. As the coordinator of the Alpine Network of Alpine Protected Areas - ALPARC, the organisation of meetings represents one of its main activities. Administrative tasks are therefore very important. The interest of this internship is to take the first active step the professional career in the field of international cooperation and nature protection in the Alps. You will learn how to work in a team and how to develop, plan and manage international projects.

**Applications:**

1 - C.V.: using the European framework of references (Europass Curriculum vitae)

2 -- please join obligatorily a valuation of your language level using the « Europass Language Passport ».

For more information see: <http://europass.cedefop.europa.eu>

3 - application letter (1,5 pages maximum) written in French, with the expected date for your training, and if planned the subject of your thesis.

→ To send back **before the 31 of January 2012 at 5 pm** to: [info@alparc.org](mailto:info@alparc.org)

Object to indicate: « *Stage Event 2012* »

We will first select the applicants on the basis of the documents sent and then contact the person(s), who are selected for an interview.  
All applications will be answered by email.

The Task Force Protected Areas coordinates the network ALPARC.

For more information about our activities:

[www.alparc.org](http://www.alparc.org)

[www.alpconv.org](http://www.alpconv.org)

[www.alpine-ecological-network.org](http://www.alpine-ecological-network.org)

**Task Force Espaces Protégés**  
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