



JOB DESCRIPTION: Junior Project Officer on Cultural Heritage

Context

The Euromontana network seeks to prepare its XI^e European Mountain Convention on “**Cultural heritage as an engine for Creativity, Innovation and Socioeconomic Development for the future of mountain areas**”(happening in September 2018). We want to organise this conference on cultural heritage, seen as a strength inherited from the past but also as a solution to bring innovation and socioeconomic development in the future (pastoralism, old products like crafts or wool used in a new innovative way, tourism will be among the specific themes to look at). For this purpose, we are looking for a Junior Project Officer on Cultural Heritage willing to prepare background information for this conference. This job is ideal for a recently graduated student.

Function: Junior Project Officer on Cultural Heritage

You will be under the responsibility of the Director of Euromontana and your responsibilities will include:

- **Preparing the European Mountain Convention on Cultural Heritage in mountain areas:**
 - Collecting information on Cultural Heritage in mountain areas and all its possible impacts in mountain areas to prepare the background information necessary for the conference
 - Writing a leaflet with project summaries and good practices interesting for the conference in both English and French
 - Prepare a draft programme with the Director
 - Looking for interesting links with other organisations (European Year of Cultural Heritage, UNESCO...)
 - Other tasks linked to the organisation of the conference

- **Other tasks within Euromontana:**
 - Participation to the life of Euromontana network: participation to EU conferences on subjects linked to your themes and writing items of news or articles about them
 - Participation to the organisation of Euromontana events and/or project conferences and various seminars and working sessions (coordination of the speakers, logistics, communication)

Profile

You have a **tertiary education degree (Masters, 5 years)**,

Domains: Cultural affairs, EU affairs, political sciences, Communication, Journalism, or mountain management

Experience (internships or previous jobs) should be related to either a sector that is relevant to **cultural heritage** or **mountain development** at regional, national or European level, requiring similar levels of relational and analytical skills. A good command of European policy making is a plus.

You have an **excellent professional command of English and very good command of French**, the two working languages of Euromontana that you will have to use in your daily communication to be in contact with members of the network. A third language will be a plus. You have a good command of Microsoft office tools.

Dynamic, enthusiastic and motivated, you know how to get fully involved in your function, face unexpected challenges and effectively organise your own time taking into account interaction with other staff members and members of the network. **You work well under pressure.**

Comfortable in a small organisation, you are not afraid of **multitasking** and are solutions-oriented.

Open-minded, you have **excellent relational skills** and can interact in a positive way with counterparts from different cultures and backgrounds, on complex political subjects.

You have **good written and oral communication, analysis, synthesis skills.**

Our structure

Euromontana is the European association for cooperation and development of mountain areas. Created as a non-profit organisation in 1996, it now has about 70 members in 17 European States, in and outside the EU. Its aims are to promote mountain territories as territories with a future and to improve the quality of life of mountain populations, building on sustainable development models. To achieve these aims, Euromontana represents mountain communities to European institutions (European Commission, Parliament, Council...), conducts promotion actions (communication, events), organises cooperation among its members (networking and projects), and contributes to studies on sustainable mountain development. Operating with a small secretariat (2-5 people including trainees, from different origins), a key priority is to network with member organisations to assemble knowledge from different mountain regions and to make this available to decision-makers and mountain people. For more information, consult www.euromontana.org

Timing

Start: September 2017

Contract type: 3 months contract under the Belgian law.

Job location: Euromontana Brussels office, with some travels in Europe.

Remuneration: between 1600 and 1850€ (gross salary) per month, to be discussed depending on the experience + Ticket Restaurant, + 80% of the reimbursement of the transport costs

Interviews: August 2017 in Brussels.

Application to be sent by 11/08/2017 to: Marie Clotteau, Director at: marie.clotteau@euromontana.org – with object of the email mentioning “**Project Officer Cultural Heritage at Euromontana – Your name**”, including a **concise CV** (Europass format not compulsory) and a **maximum 2-page cover letter** explaining why you are interested in working at Euromontana and why you think your profile matches our needs. Only targeted applications will be analysed. Please note that candidatures will be treaded on a 1st came 1st served basis.

Please use the function «ask for a receipt of reception » of your email if you wish to make sure the email has been received.