

Trainee for Communications and Public Relations (Full-time)

Deadline: 18 November 2016, 10 a.m.

About ALLEA: ALLEA (All European Academies) is the European Federation of Academies of Sciences and Humanities. ALLEA's work is to bring together and coordinate 59 member academies from over 40 European countries. The ALLEA secretariat is responsible for all administrative work surrounding the various activities of the federation, it supports the Presidency and Board in their daily work, and organises the communications and public relations of the organisation. In addition, the secretariat assists in ALLEA's activities to provide evidence-based policy advice to the European Commission and supports ALLEA's working group in addressing relevant science and science policy issues.

ALLEA is looking for a full-time trainee in communications and public relations at the ALLEA secretariat in Berlin starting **1 December 2016** (*subject to the approval of a third-party funded project*) for a duration of 12-18 months.

About the job:

- Maintenance of and content creation for the ALLEA website and Social Media outlets
- Drafting of press releases and online news entries
- Editing and layout of the regularly published ALLEA newsletter
- Layout of ALLEA statements, position papers, event programmes and liaising with external partners in printing and publishing
- Support for the communications work of a EU-funded project on science-based policy advice
- Support in drafting speeches and statements by the ALLEA Presidency
- Support in event planning and execution, preparation of meeting documents
- Miscellaneous office work

About the candidate:

- At least a Bachelor's degree (or equivalent) in communications, social sciences or equivalent
- English native fluency
- Some experience in public relations/journalism (internships, freelancing etc.)
- Very good computer skills, especially MS-Office (Word, Excel, Power Point)
- Good knowledge of CMS Wordpress as well as some experience with professional image- and layout software (Adobe InDesign, Adobe Photoshop)
- Good organisational skills and a keen eye for detail, able to work in a team and good communications skills
- Prior experience in event management is an asset
- Some knowledge of German (written and spoken) is an asset

This position comes with a fixed monthly gross salary of 1.600,-€. ALLEA applies an equal opportunities policy and accepts applications without distinction on the grounds of gender, race, colour, ethnic or social origin, genetic features, language, religion, political or any other opinion, membership of a national minority, property, birth, disability, or age.

To apply please send your application documents, including cover letter, CV, and sample work to secretariat@allea.org (3MB maximum file size) until 18 November 2016, 10 a.m.

ALLEA

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For more information about ALLEA please visit: www.allea.org