



ALPARC is the Network of all protected areas within the Alpine Convention area, from France to Slovenia.

Its members take part to the actions referring to their needs and interests. Actually, all in all more than 1000 large alpine protected areas are listed. They cover about 28% of the Alpine space (Alpine Convention area), a part of them with their own administration. About half of these institutions are yet member of the ALPARC association.

This network was created almost 25 years ago in the aim to realise common projects, to initiate exchanges of technics, to evaluate the efficiency of management methods and to organise meetings and professional events about different topics in the spectrum from fauna monitoring to climate change.

The aim of the Alparc association is to promote the exchange of expertise, techniques and methods among the managers of Alpine protected areas. The association initializes and facilitates realizing common projects among the Alpine protected area and performs their international coordination conforming to the Alpine Convention.

The coordination unit manages the implementation of joint European projects involving protected areas, organises conferences, symposiums, workshops and meetings and produces publications and other communication products and tools.

Every year it also arranges the meetings of the ALPARC Board, Council and General Assembly. For this, it has a permanent team of multilingual people and also responsables for contractual particular projects.

The headquarter of ALPARC is in Chambéry (Savoie / F).

www.alparc.org

ALPARC recruits

a Management and Project Assistant

for its office in Chambéry (France)

I. Job description

The ALPARC team is responsible for managing and coordinating international activities among the Alpine protected areas. It also coordinates or contributes to various major projects within the Alpine Convention and the alpine macroregional strategy such as the setting up of a transalpine ecological network or measures to combat climate change. It develops international projects notably within the framework of European programmes, which aim to promote a sustainable development of Alpine areas and notably in the territories of the protected areas. It carries out communication activities throughout the Alpine protected areas and is heavily involved in environment education projects. Our organisation has a great need for the management of its administration and assistance for different projects coordinated by our project leaders.

The position will notably be devoted to the administrative and logistic side: assistance to project management and administration.

The management assistant will be work closely with head management in:

(The following list of projects is neither exhaustive or in order of priority)

1. Technical management of the structure of the ALPARC association

These tasks include, on the one hand, administration of the structure (mail, invoices, dealing with suppliers and the bank...), and on the other, the various services provided by ALPARC notably to the protected areas, (information, liaison, different types of support). Preparation of financial requests and budget reports.

2. Translations

The coordination, follow-up and checking of translations ordered from professional translators for ALPARC's various publications and participation on translation according to the competencies of the assistant.

3. Invoicing/mail

Drawing up of invoices for computerisation by ALPARC's external accounting service, preparation of mails.

4. The organisation of the workspace. The assistant manager will be responsible for the ALPARC archives and library.

5. Assistance with the organisation of official working meetings

The assistant will be in charge of following up the contacts necessary to the smooth

running of the meetings and events and especially for the ALPARC council meetings and general assemblies including the competition “Danilo Re”.

6. Internet Site/Newsletter: sharing in the updating of the contents of the Internet site, putting articles and corresponding translations on line, sharing in the publication of the newsletter

The management assistant will be work with the project leaders in:

1. Technical project assistance:

The assistant will participate on projects on an administrative and logistic level (contribution to reports, logistic contribution for the tasks coordinated by project leader and logistic preparation of meetings and events).

2. Assistance for the communication of projects:

The assistant can be associated in the communication for projects with the help of the ALPARC tools (homepage, newsletter, facebook etc.) or by the elaboration of specific communication items.

3. Sharing in the routine work of the team:

These tasks include sharing in the routine work of the team and the contribution within projects in the limit of the time-availability of the assistant.

II. Required profile

The assistant should hold a higher education diploma at Baccalaureate level and a university degree in a subject related to the tasks concerned. **Technical knowledge of the management of data (especially File Maker), Internet site managing, and office skills are added assets.**

At least **5 years** of professional experience in a similar job is required. Practical experience in the field of **international relations** or cooperation at an international level is a plus.

The assistant must be a native speaker of one of the four official languages of the Alpine Convention (French, Italian, German, and Slovene) and if possible have a good command of one other Alpine language. In addition, a good knowledge of written and spoken English is important. ALPARC reserves the right to verify language skills by oral or written tests during the hearing.

The assistant must also be able to work in a team in an international context, be comfortable with IT tools and be able to work **independently**; have good communication skills and a highly meticulous approach to the organisation of their work and to the carrying out of their various tasks. Travel within the Alps and beyond may be required and should be expected as part of the job assignment.

The candidate must hold a current driving licence.

III. Job conditions

The contract is for a limited 12-month period (CDD) and can be prolonged if the number of projects is stable. Recruitment will be made for a weekly job according to current legal regulations. The place of work is Chambéry/France. Travel in countries of the Alpine Convention or other countries.

Duration of the job contract: 12 months from 1st of October 2018; prolongation possible.

French Employment Law and the Activities Collective Agreement govern the contractual relations between ALPARC and its employees in its Chambéry office.

The application should consist in:

- CV in European Europass format in English and in French together with:
- Europass Language Passport (<http://europass.cedefop.eu.int>),
- Covering letter in French of no more than one page,
- copies of diplomas or proof of professional experience,

by electronic mail only, before:

24th of August 2018 - 2 pm

to ALPARC at the following address: info@alparc.org and to recrutement@alparc.org

A short-list will be drawn up based on the written applications.

Interviews will be held in Chambéry at the **beginning of September 2018**.
