

Application deadline: 15 September 2022

Academy Intern

BACKGROUND

EIT Urban Mobility, an initiative by the European Institute of Innovation and Technology (EIT), acts to accelerate change on making urban spaces more liveable. Since 2019 we have been working to encourage positive changes in the way people move around cities in order to make them more liveable places. We aim to become the largest European initiative transforming urban mobility.



*We create systemic solutions that will **move more people around the city more efficiently and free up public space.***



*We bring all **key players in urban mobility together** to avoid fragmentation and achieve more.*



*We engage **cities and citizens from the word go**, giving them the opportunity to become true agents of change.*

ABOUT THE INTERNSHIP

The **Academy Intern** will support the Academy Programme Manager and the Academy Director in the overall operational and administrative tasks of the Academy and linked to the EIT Urban Mobility planning processes. The Academy Intern will also assist in the coordination of the Academy communication and marketing activities, being in close contact with the central communications team. The Academy Intern will report to the Academy Programme Manager.

Main tasks and responsibilities include:

General tasks

- Providing general administrative support to the Academy team, including help with organising meetings, preparing presentations and meeting related documents, and making logistical arrangements.
- Assisting with subcontracting procedures, liaising with the appropriate teams internally to obtain approvals.

- Supporting with regular reporting activities, keeping track of project outputs and deliverables across the different Academy segments and assist in compiling information and writing reports to be submitted to EIT. Linked to this, review reports submitted by partners involved in Academy projects, ensuring compliance with EIT Urban Mobility reporting guidelines.
- Helping in the general operational planning of the Academy, including in the Call for Proposals and Business Plans.
- Contributing to finding optimal synergies internally in the Academy, and with the other areas within the organisation.

Communication and marketing tasks

- Supporting in developing an Academy communications and marketing plan, in liaison with the Academy teams, to feed into the EIT Urban Mobility central communications.
- Creating Academy related content for the different EIT Urban Mobility channels and tools.
- Feeding Academy activities, events and results into the central communications team repository and planning.
- Tailor central communications and marketing campaigns and material to the needs of the Academy and targeting pre-identified priority groups.
- Tracking implementation of the Academy communications and media coverage (web pages, social media, and wider media).

KEY SKILLS & EXPERIENCE

Key skills

- Motivated to work in a fast-pace environment.
- Team player with a “can-do” attitude and who can work independently.
- Strong organisational and administrative skills.
- Ability to plan and organise multiple tasks simultaneously and to manage, sometimes, conflicting deadlines.
- Strong digital skills.
- Exceptional written and verbal communication skills.
- Interest and enthusiasm about education, sustainability and urban mobility.

Below work experience would be a plus:

- Work experience in project management, communications or marketing.

- Experience working in/with international or EU organisations will be a plus.

CONTRACT TYPE

- 1-year full time internship, with possibility to homework up to 2 days a week.
- 1450 € monthly gross salary.

LOCATION

The position is based in **Barcelona**.

GENERAL CONDITIONS

By the closing date of this call candidates must:

- be a national of an EU Member State or have a working permit valid to work in Spain.
- have completed a bachelor's or master's degree in Spain less than 2 years ago.
- enjoy their full rights as citizens;
- meet the character requirements for the duties involved.

EDUCATION

- Degree in the field of communications, maketing, business administration or similar.
- Written and spoken English (C1), any other European language is a plus.

APPLICATION PROCESS

EIT Urban Mobility is an equal opportunity employer and values diversity. To build a strong digital Europe that works for everyone it is vital that we have diverse range of skills, knowledge, and experience in the sector. Therefore, we welcome applications from anyone who meets the above criteria.

- To apply for this internship, please send a full application form consisting of a **letter of motivation** highlighting how your skills or experience matches the internship requirements and a **current curriculum vitae** to internship@eiturbanmobility.eu
- Save both documents in one single file as “Academy Internship - First Name_Last Name” in PDF format.
- Subject of the email: Academy Internship

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Data Protection Disclaimer

Your personal data will be processed with utmost care by the EIT KIC URBAN MOBILITY, S.L. or its subsidiaries.

The said processing will allow us to manage the recruitment of the offered positions, and more specifically:

- to enable you to submit your CV to apply for specific jobs;
- to match your details with the job vacancies and to eventually contact you;
- to retain your details and notify you about future job opportunities similar to the specific role for which you have contacted us;
- to answer your enquiries.

You can exercise your data protection rights, writing to recruitment@eiturbanmobility.eu.

You may find further information in the full GDPR Compliance privacy note for applicants available [here](#).