



2 COMMUNICATIONS INTERNSHIP POSITIONS AT THE CBSS SECRETARIAT

The Permanent International Secretariat of the Council of the Baltic Sea States (CBSS) is looking for two communications interns to join the Secretariat in Stockholm for a four-month full-time internship starting February 2015. The deadline for submission of applications is the 16 of December 2014.

Responsibilities

Depending on organisational needs, daily responsibilities may include:

- Update social media channels
- Assist the development and implementation of communication strategies for various projects within the CBSS framework
- Support website content development and maintenance
- Distribution of communication materials, including the CBSS newsletter
- Documentation (photography, films)
- Media monitoring
- Assist drafting and editing information materials
- Take minutes at weekly meetings and/or as required
- Perform other duties as required

Eligibility Criteria for the advertised position

The internship positions are open to recent graduates with specialization in areas relevant to the work of the organisation.

- Only citizens of CBSS Member States are eligible for scholarship
- Education: you must be a recent graduate from a field such as Media and Communications, Journalism, International Relations, Social Sciences or any other relevant field

Competencies

- Familiarity with social media channels
- Ability to draft and edit clear and concise texts
- Creative thinking and a passion for producing quality work
- Capability of working both individually and in a team, as well as communicating in a multicultural environment
- Ability to prioritise, meet deadlines and coordinate between multiple partners and stakeholders

Technological awareness

Competency in computer operating systems is required. Graphic design skills and familiarity with Adobe Creative Suite, as well as knowledge of CMS (Wordpress in particular), will be considered a strong asset.

Languages

The working language of the CBSS is English. For the internship posts, fluency in written and spoken English is required.

Work Experience

Applicants are not required to have professional work experience for participation in the programme.

The CBSS Internship Programme Objectives:

- To provide the Organisation with access to the latest theoretical and technical knowledge that the intern can apply through practical work assignments, as well as with additional staff resources.
- To give young graduate students from the Baltic Sea Region the opportunity to familiarise themselves with the work of the CBSS as an International Organisation.
- To contribute to strengthening a Baltic Sea Identity through a more diverse workforce.
- To expand knowledge and understanding of the CBSS in Member States.

Conditions

- Remuneration: the CBSS Internship programme offers a monthly scholarship grant of 8000 SEK for citizens of CBSS Member States. The CBSS will not take responsibility for costs arising from accidents and/or illness incurred during an internship. Furthermore, upon awarding an internship, candidates will be required to sign a statement confirming their understanding and acceptance of the condition of service.
- Health Insurance: Interns are required to have health insurance coverage, and to take care of formalities with the Swedish authorities regarding their stay in Sweden.
- Visa and Housing: Interns are responsible to make all necessary arrangements regarding visa requirements as well as housing arrangements.

Internship period: For this call - 4 months

How to apply:

Please send a CV and a short motivation letter in English to mirjam.kulm@cbss.org

Attention: Ms. Mirjam Klm, Media & Communications, no later than 16 of December 2014.

Applications received after the deadline will not be considered.