

# The Secretariat of URBACT is looking for

# WEB CONTENT MANAGEMENT INTERN

**About URBACT**

URBACT is the European exchange and learning programme promoting sustainable urban development.

Acknowledging that cities have a key role to play in innovation, growth and social cohesion, the European Commission, along with the 27 EU Member States, as well as Norway and Switzerland, have assigned URBACT a challenging mission to foster sustainable integrated urban development. By means of thematic exchange and learning networks, URBACT enables cities to work together. They develop sustainable pragmatic solutions that tackle economic, social and environmental dimensions of urban development. URBACT enables cities to share good practices and draw lessons from their experience, in order to disseminate them to urban practitioners and policy-makers across Europe.

**Description of the internship**

URBACT is looking for a Web Content Management Intern with the primary objective to help the URBACT Communications Team **collect, rewrite, migrate and tag web content** for our new website and to work on other **tasks related with the development of the new website** (to be launched online in the winter of 2014/2015). An intern may be asked to assist in implementing also other URBACT communication activities, such as, organising events, preparing publications, etc.

We are looking for an individual with strong editing, writing and advanced English language skills who is passionate about communications, content management and website development.

If you would like to showcase your content management skills in a European-level communication environment, gain cross cultural awareness and learn how to work in a culturally diverse workplace, this is the place for you!

**Tasks**

* To audit web content of the current URBACT website;
* To identify content needs of the new website;
* To identify, which content has to be migrated from the existing content management system to the new one without changes; which content has to be rewritten; and which content has to be created;
* To coordinate rewriting of old content and collection of new content;
* To rewrite content, when requested;
* To collect visual content for the new website;
* To migrate web content from the existing content management system to the new one manually, when necessary;
* To ensure the quality of content migrated automatically;
* To categorize and tag content;
* To add appropriate metadata to publications and other types of content;
* To participate and to assist in meetings of Content working group, Website Development working group and Website Editorial Team;
* To support other internal and external URBACT communication initiatives.

**Profile**

* Working knowledge of content management systems such as Typo3 and Drupal;
* Good knowledge of HTML and web usability standards and best practices;
* Familiarity with tagging and metadata concepts;
* Knowledge of basic web information architecture principles;
* Excellent written and spoken English;
* Strong editing and writing skills;
* Very good planning skills, ability to work under pressure and to meet deadlines, ability to work independently;
* Paying attention to details;
* Computer savvy (MS Office, graphic design and photo editing software is an advantage, etc.)
* Interest in communications as well as in urban issues;
* Good knowledge of written and spoken French a plus;
* Some knowledge of SEO principles a plus;
* Experience in web content migration a plus;
* Ability to learn quickly.

**Additional Information**

Duration and starting date

Ideally 6 months starting from August 2014 (shorter or longer term possible).

Internship conditions

Internship must take place within a training programme. An internship convention will be signed between URBACT, the school/University and the intern.

Internship allowance: 436,05 € per month + contribution to local transport.

Workplace

URBACT Secretariat

5, rue Pleyel

93200 Saint-Denis

(M° Carrefour Pleyel)

To apply

CV + cover letter exclusively by email to:

t.picquart@urbact.eu and k.sergejeva@urbact.eu

Deadline: 4th August 2014