

## Six-months internship in Knowledge Development and Communication at the Active and Assisted Living Association

### Terms of Reference

#### About AAL

The [Active and Assistive Living \(AAL\)](#) is European funding programme that funds projects in public-private partnership in the field of information and communication technology (ICT) for active and healthy ageing since 2008. The overall objective of AAL is to enhance the quality of life of older adults while strengthening the industrial base in Europe through the use of ICT. The AAL projects aim at introducing their solution to the market within 2 years after the end of the project. More than 220 projects have been funded by AAL so far, each one having delivered useful and important information for the AAL community. The Programme also organises its annual event, the AAL Forum, to showcase the products and solutions of the projects and to bring together the different stakeholders in the domain in an open and interactive arena. The [AAL Forum](#) has become a reference for the AAL community in Europe with an average of 700 attendees.

### We offer a six-month working experience within the AAL association

The intern will support the AAL Association in the collection, processing and analysis of data useful for the communication of the Programme's impact, outcomes and activities.

#### Main tasks the intern will be assigned

- ⇒ Support to the Programme's outcomes and impact assessment,
  - a. collecting, processing and analysing data generated by AAL funded projects
  - b. supporting the communication of the outcomes and sharing them with the AAL community
  - c. reorganising key documents created by AAL funded projects, categorizing them per specific sectors
- ⇒ Support to the communication of the Programme, making sure that internal and external communications are precise and effective and assisting in the organisation of the AAL Forum
  - a. animating and updating the existing communication tools, and in particular the website, the newsletter, the social medias;
  - b. working on the production of the contents and design of the new marketing material of AAL (brochures, leaflet, business cards, online visual).
  - c. contributing to the organization of the annual the annual Forum of AAL by assisting the logistic, administration, marketing and communication flows.
- ⇒ General support to the office team members

### The skills and experience that we are looking for:

- ⇒ A first university degree of at least three years
- ⇒ Good command of English, both spoken and written.
- ⇒ Perfect command of Microsoft Office package.
- ⇒ Ability to use graphic design related software;
- ⇒ Ability to create multi-media contents such as: graphics, audio, and video and to use main Social Media analysis tools;
- ⇒ Ability to work in a small, multi-cultural team

### What can you expect:

- ⇒ The possibility to work for a pan European programme with a high economic-social impact on citizens across the continent;
- ⇒ Play a truly active role within a small and international team with possibility of daily learning and growth;
- ⇒ Central and easy to reach location in Brussels, few steps away from the European Parliament.

### Interested to apply?

If you are interested in this position, please submit your CV, a motivation letter where you will explain how you fit this position and the attached questionnaire to [communication@aal-europe.eu](mailto:communication@aal-europe.eu) Considering the large amount of applications that we expect to receive, only shortlisted candidates will be contacted.

Closing date for applications: **13 May 2019**

Expected starting date: **Beginning June 2019**

Minimum remuneration to cover living expenses: **Euro 600 net/month**