



## **Internship 2019-2020**

### **Project Officer – Délíce Network**

#### Job Description

Délíce Network is an institutional city network on food & gastronomy. The organization gathers 28 cities from around the world who have chosen food as a trigger to boost their economic & touristic growth and who develop strong public policies around food to ensure a good quality of life of their citizens.

The objective of the organization is to develop the network (with new cities) and the activities among the members (gatherings, partnerships, best practice sharing...)

All details & information on Délíce Network can be found on the website

[www.delice-network.com](http://www.delice-network.com)

- The headquarters of this global scale organization are based in Lyon, the founding city of Délíce Network
- The manager is the only staff member dedicated full-time to the network
- 6 cities compose the Executive Committee (the board): Brussels (Belgium), Barcelona (Spain), Lyon (France), Puebla (Mexico), Gothenburg (Sweden), Helsinki (Finland). The Executive Committee will be reelected in September 2019.

**In order to assist the manager in the development of the organization, we are offering a position of Project Officer for a part-time intern interested in International Affairs.**

This position is an occasion for the intern to discover:

- The functioning of a global city network under a French non-profit statutes: animation of a network & governance
- Working with intercultural barriers: 20+ countries working together
- Multi-tasking of a small organization: team of 2 people only

**The different tasks of the intern will depend on the ongoing activity & opportunities of the organization**

## **1. Network Animation**

- Links with the members: follow-up on projects & activities with the members
- Links with the Executive Committee: reporting & discussions with the board
- Assisting the Manager in the drafting of the yearly Action Plan
- Drafting minutes of the meetings

## **2. Délice Events: Stavanger (Norway) in September 2019 and in Lyon in February 2020.**

- Participation and support to the AGM in Stavanger (group management, Social Network coverage, minutes of meeting, ...)
- In charge of the logistics for the event in Lyon (in link with the Grand Lyon)
- Help in identifying the relevant experts and guests depending on the topic
- Preparation of the capitalization material after the event

## **3. Délice Communications**

- Management of the profiles of the organization on Social Media: Instagram, LinkedIn and Facebook.
- Regular updates and management of the Délice Network website (EZ Publish)
- Creation of the event programs on Canva
- Creation of monthly newsletters "Project of the Month"

## **4. Délice Recruitment**

- Creating a list of target cities to invite to the network
- Assisting Délice Manager on recruitment process

### **Intern Profile:**

- Good knowledge of Social Media
- Fully Anglophone (90% of the work is in English)
- Great Interest for interculturality and International Relations
- Independent worker
- Good Communication skills
- Ability and will for initiatives & self-management
- Interested in the gastronomy sector is an advantage
- Regular use of Canva.com is an advantage

### **Additional Information:**

- Office located Place Bellecour (Tourism Office)
- Monday to Thursday (9:00-13:00 / 14:00-18:00) and Friday (9:00-12:00)

**More information: [camille.benoist@delice-network.com](mailto:camille.benoist@delice-network.com)**