

ICOMOS

INTERNATIONAL COUNCIL ON MONUMENTS AND SITES
CONSEIL INTERNATIONAL DES MONUMENTS ET DES SITES
CONSEJO INTERNACIONAL DE MONUMENTOS Y SITIOS

Community Manager / Online Communications Assistant 6-month internship

WHO WE ARE

The International Council on Monuments and Sites (ICOMOS) is a non-governmental, not for profit international organisation, committed to furthering the conservation, protection, use and enhancement of the world's cultural heritage. With over 12,000 members, 110+ National Committees, 31 International Scientific Committees and several Working Groups, ICOMOS has built a solid philosophical, doctrinal and managerial framework for the sustainable conservation of heritage around the world. As an official Advisory Body to the World Heritage Committee for the implementation of the UNESCO World Heritage Convention, ICOMOS evaluates nominations and advises on the state of conservation of properties inscribed on the World Heritage List.

JOB DESCRIPTION

You will support the management of ICOMOS' communication channels and contribute to the design of visual materials. You will report directly to the Communications Coordinator.

1. Social Media

- Moderation of Facebook, Twitter, Instagram, LinkedIn, YouTube;
- Content creation aligned with the event calendar and ICOMOS' editorial calendar;
- Writing and presenting the monthly performance report for social media;

2. Website

- Writing and translating content (e.g. news, events, etc.) with SEO optimization;
- Analyzing website performance with Matomo and presenting results in the monthly report;

3. E-News

- Copywriting, translation, and management of ICOMOS' global E-News in English and French;

4. Annual report

- Copywriting and translation of the 2025 Annual Report in English and French, including image curation;
- Content coordination with other ICOMOS Units

REQUIREMENTS AND SKILLS

- Bachelor third year / Master's student in (online) communications and/or marketing
- Good knowledge of social networks
- Fluency in English and French (C1 level)
- Strong interest in graphic design and video editing (Canva/video editing skills are appreciated)
- Proactive, creative, thorough, ability to synthesise and work independently
- Team spirit, good communication and organisational skills
- Mandatory: internship agreement provided by University
- Non-EU citizens must have a valid visa covering the entire duration of the internship

ICOMOS

INTERNATIONAL COUNCIL ON MONUMENTS AND SITES
CONSEIL INTERNATIONAL DES MONUMENTS ET DES SITES
CONSEJO INTERNACIONAL DE MONUMENTOS Y SITIOS

START DATE

5 January 2026 (exact start date flexible)

APPLICATION DEADLINE AND PROCEDURE

Send CV as well as cover letters in English and French to yuna.mathan@icomos.org by 8 October 2025 11:59pm CET.

TYPE OF CONTRACT, ALLOWANCE AND BENEFITS

- Internship contract, 35 hours/week
- 4,35€/hour
- 50% reimbursement of the Navigo card (public transportation pass)
- ICOMOS card (free entry to many international museums and heritage sites)

LOCATION

11 rue du Séminaire de Conflans, 94220 Charenton-le-Pont, France

WEBSITE AND SOCIAL MEDIA

www.icomos.org

[Facebook](#) - [Instagram](#) - [Twitter](#) - [Linkedin](#) - [YouTube](#)