

# ICOMOS

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

## Support for network coordination and General Assembly 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

Under the supervision of the Network Coordinator, you will contribute to the coordination of the international network, the organization of the triennial General Assembly, and the smooth operation of the headquarters. This internship is designed as operational support. It combines secretarial and logistical tasks with structured administrative assistance, as well as participation in internal communication activities and the monitoring of service providers.

#### 1. Support for network coordination

- Contribute to the processing of internal and external requests and support the flow of information within the network;
- Participate in monitoring National and Scientific Committees, particularly by updating tracking tables and consolidating submitted information (annual reports, institutional data, etc.);
- Contribute to the administrative management of memberships (monitoring membership fees, distributing membership cards, supporting the production of statistics, and overseeing international memberships in countries without a Committee);
- Provide support to members and Committees in the use of collaborative tools and the database;
- Participate in monitoring technical improvements to the database in coordination with external service providers;
- Update internal management tools and tracking tables related to network activities.

#### 2. Support for the organisation of the Triennial General Assembly

- Contribute to the logistical and administrative organization of statutory meetings and other events (venue and travel logistics, registrations, preparation of documents, management of elections/voting);
- Participate in the structured monitoring of calls for applications related to the General Assembly (tracking applications, deadlines, and decisions);
- Support the management of a grant programme: processing and monitoring applications, as well as operational and logistical coordination.

**Please note:** The internship does not include participation in the General Assembly itself.

#### 3. Internal Communication

- Update contact databases and mailing lists; contribute to the management of digital communication tools (mailing lists, Google Workspace);

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- Contribute to the preparation and dissemination of newsletters and internal announcements, as well as to updating the website.
4. **Support to the Secretariat and Administrative Work of the Headquarters, in particular:**
- Assist with the monitoring of mail, correspondence, agendas, and travel arrangements;
  - Draft, translate, and format administrative documents;
  - Participate in the filing and archiving of institutional documents (both paper and digital);
  - Update the tracking table for recurring external service provider contracts;
  - Contribute to the structuring and updating of the supplier database;
  - Support the organization and presentation of institutional items and gifts, in coordination with Management;
  - Participate in the logistical organization of occasional headquarters initiatives (e.g., management of equipment or furniture).

## REQUIREMENTS AND SKILLS

- Bachelor's or Master's student in Project Management or a related field
- Excellent command of English and French (minimum C1 level)
- Proficient in office software (word processing, spreadsheets, presentations), content management systems (WordPress), and file storage/sharing services (Dropbox, Google Drive)
- Ability to work independently and take initiative
- Strong organizational skills, attention to detail, and ability to meet deadlines
- Team player with good communication skills and the ability to work in a multicultural environment
- Internship agreement required
- For non-EU nationals: must hold a valid trainee/intern visa for the entire duration of the internship

## START DATE

April 7, 2026 (flexible start date)

## APPLICATION PROCEDURE AND DEADLINE

Send your CV and cover letter in both English and French to [secretariat\[at\]icomos.org](mailto:secretariat[at]icomos.org) by March 15.

## COMPENSATION AND BENEFITS

- Internship agreement required (internship integrated into an academic program).
- Full-time internship (35 hours per week).
- Compensation in accordance with the legal minimum in France.
- 50% reimbursement of public transport subscription (NAVIGO card).
- ICOMOS card (free access to numerous museums and heritage sites).

For candidates from outside the European Union:

A valid visa or residence permit authorizing an internship in France is required for the entire duration of the internship. ICOMOS does not handle administrative procedures related to obtaining a visa or residence permit.

## LOCATION

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

## WEBSITE AND SOCIAL MEDIA

[www.icomos.org](http://www.icomos.org)

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