

# 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 4-6 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

Reporting directly to the Communications Coordinator, you will help promote the work and activities of ICOMOS and its network via the association's communication channels.

#### 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 via Brevo;

#### 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

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## START DATE

Flexible, with a fixed end date of 18 December 2026.

## APPLICATION DEADLINE AND PROCEDURE

Send CV as well as cover letters in English and French to [yuna.mathan\[at\]icomos.org](mailto:yuna.mathan[at]icomos.org) by 21 June 2026 11:59pm CET, stating your preferred start date.

## TYPE OF CONTRACT, ALLOWANCE AND BENEFITS

- Internship contract, 35 hours/week
- 4,50€/hour
- 50% reimbursement of the Navigo card (public transportation pass)
- Possibility of remote work: up to 2 days/week
- 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](http://www.icomos.org)

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