

WEB EDITING TRAINEESHIP

[European Schoolnet](https://www.europeanschoolnet.org) is looking for an enthusiastic intern with web editing skills. The successful candidate will be working in a team responsible for coordinating and running MOOCs (Massive Open Online Courses), targeted to teachers and educators across Europe. The traineeship offers a great opportunity to work in an international environment and to get involved in projects that focus on innovation in education.

MAIN TASKS

- Supporting web editing of online courses.
- Assisting with the updating of digital assets shared across courses.
- Assisting with testing and investigation of technical problems.
- Assisting with data analysis.
- Providing technical support to live events.
- Assisting with user support activities.

PROFILE AND SKILLS

- At least a Bachelor's degree in a relevant subject (e.g. technology, digital media, communications, etc.) or a relevant substantial experience.
- Experience with web editing and publishing; knowledge of web publishing tools, Content Management Systems (previous experience with MOOCs and education optional but desirable).
- Knowledge of HTML and CSS.
- An excellent command of English, both spoken and written. Additional languages are an asset.
- Strong organisational skills.
- Ability to learn fast and deliver quality results while respecting deadlines.
- Flexible and adaptable, with a willingness and determination to overcome issues and seek solutions.
- A team player with strong interpersonal and intercultural skills to succeed in an international environment.

ABOUT EUROPEAN SCHOOLNET

European Schoolnet (www.europeanschoolnet.org) is the network of 34 Ministries of Education from across Europe, leading educational innovation at European level. As a major international think tank, European Schoolnet operates key European services in education on behalf of member Ministries of Education, the European Commission, and industry partners. European Schoolnet's activities are divided among three areas of work:

- Providing concrete evidence and data in the area of innovation in education on which to base policy recommendations;
- Supporting schools and teachers in their teaching practices;
- Developing and sustaining a network of schools engaged in innovative teaching and learning approaches.

USEFUL INFORMATION

- **Duration:** 6-month internship starting as soon as possible.
- **Deadline for applications:** 17 October 2019.
- **Benefits:** A stipend of 1000 €/month net will be allocated for the duration of the internship. European Schoolnet will also provide a partial reimbursement of transport costs (if coming by metro, train or bicycle).
- **Location:** European Schoolnet, Rue de Trèves, 61, Brussels, Belgium.

HOW TO APPLY

Please send your **CV** and **motivation letter** in English to jobs@eun.org including **Académies intern** in the subject line. The motivation letter should show how your background and interests fit the tasks planned for this internship.

PLEASE NOTE

- Interviews will take place as soon as possible either in Brussels or at distance.
- Due to the volume of applications, we regrettably are only able to notify pre-selected candidates.