

GENERAL COMMUNICATIONS TRAINEESHIP

European Schoolnet is searching for a dynamic and enthusiastic trainee, interested in education and technology to join the Communications Team. The trainee will work under the supervision of the Communications Manager. The traineeship will involve supporting the communications team in providing communication services and outputs for a variety of European projects focusing on innovation in education. This traineeship offers a great opportunity to work in an international environment liaising with colleagues and partners from all over Europe.

MAIN TASKS:

The successful candidate will report to the Communication Manager with the following tasks:

- Website editing
- Producing (collating, proofreading, editing or drafting) online content
- Assisting in the production of two monthly newsletters
- Assisting in the dissemination of publications
- Liaising between European Schoolnet's project teams and technical team to ensure project websites/digital tools are delivered correctly
- Designing web products and publications
- Contributing to the production of project deliverables and events
- Creating stylised, on-brand visuals that complement email, mobile, web, social, and print content
- Create landing pages, banners, visuals
- Take the lead in organising, tracking and archiving all visual and graphic assets
- Assist in creating presentations and other project material as assigned
- Assisting team members and the Communications Manager in all tasks assigned.

PROFILE AND SKILLS:

- Bachelor's or Master's degree in a relevant field (e.g. communications, journalism, digital media, education etc.)
- Excellent level of computer literacy (MS Office), with experience in multimedia (e.g. creation of digital assets)
- Previous experience with web content management systems and other web publishing tools
- Very good writing and proofreading skills
- Fluent written and spoken English. Additional languages are an asset
- User experience (UX) design background - experience of testing websites and other digital tools
- Preferably experience in website analytics (ideally Google Analytics)
- Good knowledge of Adobe Illustrator, InDesign, Photoshop
- Experience in DTP and graphic design (creation of brochures, posters)
- Portfolio of the previous works is an asset

- Good knowledge of video editing
- A keen eye for aesthetics and details
- 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 months' internships starting from January 2019.
- **Deadline for applications:** 16 January 2019 at 17:00 CET.
- **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 Treves, 61, Brussels, Belgium.

HOW TO APPLY

Please send your **CV** and **motivation letter** in English to jobs@eun.org including 'General Communications Trainee Vacancy' 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 regret to be able to only notify pre-selected candidates.