

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:

- Assist with the management of the organisation's social media channels
- Website editing
- Produce (collate, proofread, edit or draft) online content for the website and social media channels.
- Assist with the production of monthly newsletters.
- Draft minutes.
- Assist with the implementation of the annual communication plan.
- Assist with the dissemination of European Schoolnet's outputs.
- Assist in creating presentations and other project material as assigned.
- Assist 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.
- Experience with social media tools.
- Very good writing and proofreading skills.
- Fluent written and spoken English. Additional languages are an asset.
- Preferably experience in website analytics (ideally Google Analytics).
- 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' traineeship starting from February 2021.
- **Deadline for applications:** 15 January 2021 at noon CEST.
- **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 Traineeship" in the subject line. The motivation letter should show how your background and interests fit the tasks planned for this traineeship.

PLEASE NOTE:

- Interviews will take place as soon as possible at distance.
- Due to the volume of applications, we regret to be able to only notify pre-selected candidates.