

COMMUNICATIONS TRAINEE – TWO POSITIONS

European Schoolnet is searching for two enthusiastic trainees to join its Digital Citizenship Team for six months, starting from end of June or early July 2018.

The trainees will gain an insight into the work of an international not-for-profit organisation in education, and will also be given the opportunity to actively contribute to the different communications and project activities of the Digital Citizenship Team.

One trainee will assist with the daily dissemination activities of the Digital Citizenship Team, such as updating and maintaining the web content for online safety projects and campaigns ([Better Internet for Kids](#), [Better Internet for Kids Youth](#) and [Safer Internet Day](#)), contributing to social media activities and supporting on youth programme developments. The ideal candidate should have a strong interest in and knowledge of Web 2.0 technologies, and in the wellbeing of children and young people on the internet.

The other trainee will assist with dissemination and coordination activities of specific projects, such as writing articles, updating and maintaining websites, managing social media while actively contributing to communication strategies, and participating in the organisation of meetings, training activities and events (face to face and online). The ideal candidate will have an interest in the education sector, excellent writing skills and good organisation skills.

MAIN TASKS

- Updating and maintaining Digital Citizenship Team websites.
- Producing (collating, editing, drafting and uploading) online content.
- Updating Digital Citizenship Team social media profiles, including writing effective posts and Tweets.
- Assisting in the production of Digital Citizenship Team newsletters and bulletins.
- Assisting in the dissemination of Digital Citizenship Team publications and projects.
- Supporting in the coordination of project activities and events.
- Contributing to the production of project deliverables, reports, brochures and other promotional materials.
- Editing/resizing images for web purposes.

PROFILE AND SKILLS:

The right candidate should possess:

- A Master's degree in a relevant field (e.g. communications, journalism, media, education, international relations) or a Bachelor's degree with proven practical experience.
- Fluent written and spoken English; additional languages would be an asset.
- Good drafting and research skills.
- Sound knowledge and previous experience with web content management systems and other web publishing tools (ideally Liferay). Knowledge of HTML/CSS and UX design would also be beneficial.
- Good image manipulation skills (Adobe Photoshop and GIMP would be an asset).

- An interest and familiarity with corporate social media (Facebook, Twitter, etc.) and Web 2.0 technologies.
- Experience or proven interest in working with youth, preferably with direct participation and support for youth projects or campaigns (first position) or with teachers and education professionals (second position).
- Strong organisational skills, flexibility and ability to learn fast, as well as the ability to meet tight deadlines.
- Strong diplomatic skills to liaise with a network composed of European Safer Internet Centres, EU institutions, international project partners, education professionals, and industry partners such as Facebook, Twitter, Google, and so on.
- A team player with strong interpersonal and intercultural skills to succeed in an international environment.

ABOUT EUROPEAN SCHOOLNET:

European Schoolnet (www.eun.org) is the network of 34 European Ministries of Education, based in Brussels. As a not-for-profit organisation, we aim to bring innovation in teaching and learning to our key stakeholders: Ministries of Education, schools, teachers, researchers, and industry partners. Since its founding in 1997, European Schoolnet has used its links with education ministries to help schools make effective use of educational technologies, equipping both teachers and pupils with the skills to achieve in the knowledge society. In particular, we pledge to:

- Support schools in achieving effective use of ICT in teaching and learning
- Improve and raise the quality of education in Europe
- Promote the European dimension in education

USEFUL INFORMATION:

Duration: 6 months' internship starting from end of June or early July 2018

Deadline for applications: 18:00 CEST on Wednesday, 23 May 2018

Compensation: a stipend of 1000 €/month net will be allocated for the duration of the internship

Location: European Schoolnet, Rue de Treves, 61, Brussels, Belgium

HOW TO APPLY:

Please apply by email to [jobs@eun.org] with the subject line **Digital Citizenship Team Communications Trainee**, enclosing your CV and cover letter in English. We will send a response to all candidates who have applied.



Please note, given their similar communications profile, all applications will be considered for both positions. If you have a particular preference, please state this in the covering letter.