

## **DIGITAL CITIZENSHIP TEAM – PROJECT OFFICER**

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EUN Partnership AISBL (known as European Schoolnet) is looking for an enthusiastic and experienced **project officer (Ref. DigCitDept-PO)** to join its **Digital Citizenship Department** in Brussels, for the duration of 1 year, starting from April 2020.

The project officer will have the opportunity to work for an international not-for-profit organisation in education, and will be expected to actively contribute to the different project activities of the [Digital Citizenship Team](#). The successful candidate will assist with coordination and implementation activities of specific projects, such as participating in the organisation of meetings, training activities and events (face to face and online), preparing reports and studies, developing educational content, etc. The ideal candidate will have an interest in the education sector, excellent writing skills and good organisation skills.

### **MAIN TASKS**

- Providing day-to-day project management and administration support;
- Supporting coordination of face-to-face and online meetings, events and workshops;
- Contributing to the production of project deliverables, such as reports, minutes and studies;
- Producing content for learning materials (for online trainings, MOOCs, etc.).

### **PROFILE AND SKILLS**

- A Master's degree in a relevant field (e.g. education, social sciences, media studies, international relations).
- At least three years of work experience in a relevant field.
- Fluent written and spoken English; additional languages would be an asset.
- Good drafting and research skills, as well as basic data analysis skills (e.g. analytics, Excel, etc.).
- 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 EU institutions, international project partners, education professionals, and industry partners.
- Strong writing skills, in particular for learning content
- Experience or proven interest in working in the area of digital skills, digital citizenship, emerging technologies, etc.
- Good understanding of IT tools (minimum MS Office or similar tools).

## USEFUL INFORMATION

- **Duration:** 1 year starting in April 2020
- **Deadline for applications:** 16 February 2020
- **Benefits:** competitive salary, meal vouchers, travel expenses support, DKV-Hospitalia.
- **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](mailto:jobs@eun.org) by 16 February 2020. The motivation letter should show how your background and interests fit the tasks planned for this position. Make sure to include the correct vacancy reference (**Ref. DigCitDept-PO**) in the subject of the email and file names.

## 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.

## ABOUT EUROPEAN SCHOOLNET:

European Schoolnet ([www.eun.org](http://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

## ABOUT THE DIGITAL CITIZENSHIP DEPARTMENT:

At European Schoolnet, we believe that digital and media literacies enable children and young people to become critical thinkers, to act in a responsible and creative manner, to more fully participate in a digital society.

In our view, we can all help to make a difference. On the [European Schoolnet website](http://www.eun.org), you can find links to a variety of portals and resources to help you keep up-to-date with the latest trends and issues concerning online safety, digital literacy and citizenship.