Translation Officer – Communication Team

EUN Partnership AISBL ("European Schoolnet") is searching for a dynamic and enthusiastic Translation Officer, interested in education and technology to join the Communications Team. The position will involve supporting European Schoolnet in providing translation and communication services and outputs for a variety of European projects focusing on innovation in education. This position 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:

- Subtitling of videos and adaptation of translated subtitles.
- Coordination and follow-up of translation requests for EU projects.
- Web editing.
- Translation of articles.
- Administrative tasks (e.g. handling translators' invoices).
- Support the communication team through different activities.
- Producing (collating, proofreading, editing or drafting) online content.
- Contributing to the production of project deliverables and events.

PROFILE AND SKILLS
The right candidate should be:

- Bachelor’s or Master’s degree in a relevant field (e.g. translation, linguistics, etc.)
- English native speaker or outstanding command of English, both spoken and written. Additional EU languages are required.
- Prior experience with video subtitling
- Experience with information technologies (video subtitling tools, CAT tools, website management, content management systems, MS Office package, invoicing software, etc.)
- Experience in project management, preferably in the translation field
- Detail-oriented
- Problem-solving skills and ability to juggle priorities and assignments
- Ability to learn fast and deliver quality results while respecting deadlines
- A team player with strong interpersonal and intercultural skills to succeed in an international environment.
USEFUL INFORMATION

- **Duration:** 1 year
- **Deadline for applications:** 7 September 2021
- **Benefits:** meal vouchers, travel expenses support, DKV hospitalisation insurance
- **Location:** European Schoolnet, Rue de Trèves, 61, Brussels, Belgium.
- Applicants must be EU citizens or possess a valid work permit for Belgium.
- Interviews will take place as soon as possible either in Brussels or at distance.
- Due to the volume of applications, only pre-selected candidates will be notified.

HOW TO APPLY

Please send your CV and **motivation letter in English**, as one single file to jobs@eun.org. The motivation letter should show how your background and interests fit the tasks planned for this position.

- Make sure to include the Vacancy Reference in the subject of the email (Ref: TranslationOfficer2021)

- The file should be named: LASTNAME FirstName – Vacancy Reference.

ABOUT EUROPEAN SCHOOLNET

*European Schoolnet* is the network of 33 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. 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.