TRANSLATION COORDINATOR

EUN Partnership AISBL (known as European Schoolnet) is searching for a dynamic and enthusiastic Translation coordinator, 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.

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

**MAIN TASKS**

- Plan, schedule and monitor translation requests
- Coordinating and overseeing all stages of translation requests for EU projects
- Coordination of external language professionals
- Effectively communicate with colleagues, language professionals and other stakeholders to ensure high quality materials
- Create clear and efficient processes for different translation needs while adapting to technical constraints
- Administrative tasks (e.g. handling translators' invoices)
- Proofread and/or perform/organise quality checks on translated materials and take appropriate action

**ADDITIONAL TASKS**

- Subtitling of videos and adaptation of translated subtitles
- Support the communication team through different activities (e.g. social media, newsletter, web editing, etc.)
- Producing collating, proofreading, editing or drafting online content
- Translation on occasion of articles in one’s mother tongue

**PROFILE AND SKILLS**

- Bachelor’s or Master’s degree in a relevant field (translation, linguistics, etc.)
- Minimum three years of professional experience in a similar position and knowledge in localisation
- An excellent command of English, both spoken and written. Additional EU languages are required
- Experience with information technologies (CAT tools, website management, content management system, MS Office package, etc.)
- Knowledge of HTML
- Detail oriented with the ability to multitask
• 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.

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:** 1 year renewable
• **Deadline for applications:** 8th October 2020
• **Benefits:** competitive salary, meal vouchers, travel expenses support, DKV-Hospitalia
• **Location:** European Schoolnet, Rue de Trèves, 61, Brussels, Belgium.

HOW TO APPLY
Please send your **CV** and **motivation letter** in English to jobs@eun.org including ‘Translation coordinator’ in the subject line. The motivation letter should show how your background and interests fit the tasks planned for this position.

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