

DIGITAL CITIZENSHIP TEAM – WEB EDITOR TRAINEE

European Schoolnet is looking for a dynamic and enthusiastic **trainee (Ref. DigCitDept-WEdT)** to join its **Digital Citizenship Department**, for the duration of 6 months, starting from November 2020.

The trainee will assist with the online communication activities of the [Digital Citizenship Team](#) projects, and, in particular, with searching, editing, updating and maintaining web content for online platforms, contributing to social media activities and supporting on the creation of content and editorial strategies. The ideal candidate should have a strong interest in and knowledge of digital technologies. He/she will not only gain an insight into the work of an international non-profit organisation in education, but will also be given the opportunity to actively contribute to the management of content strategies for different projects of the Digital Citizenship Team. The trainee will be supervised by and will report to the project manager of the activities he/she is involved in.

MAIN TASKS

- Producing (searching, selecting, editing, drafting and uploading) online content.
- Updating and maintaining content for online portals.
- Updating social media profiles, including writing effective posts.
- Contributing to the production of project deliverables and promotional materials.
- Contributing to the definition of editorial and content strategy.

PROFILE AND SKILLS

- A Master's degree in a relevant field (e.g. communications, journalism, media, education, international relations) or a Bachelor degree with proven practical experience.
- Fluent written and spoken English; additional languages would be an asset.
- Excellent drafting and research skills.
- An interest in digital technologies, emerging technologies, and digital skills.
- Sound knowledge and previous experience with web content management systems and other web publishing tools (ideally Drupal and Liferay)
- At least basic knowledge of HTML and CSS.
- Good image manipulation skills (Adobe Photoshop and GIMP would be an asset).
- An interest and familiarity with corporate social media
- 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 public entities, EU institutions and industry partners.
- A team player with strong interpersonal and intercultural skills to succeed in an international environment.

USEFUL INFORMATION

- **Duration:** 6 months starting in November 2020
- **Deadline for applications:** 16 October 2020
- **Benefits:** 1,000 Euro stipend/month.
- **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 by 16 October 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-WEdT**) in the subject of the email and file names.

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.

ABOUT EUROPEAN SCHOOLNET:

European Schoolnet (www.eun.org) is the network of 34 European Ministries of Education, based in Brussels. As a non-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 citizens 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 digital skills, digital literacy and citizenship.