

## EVENTS TRAINEESHIP

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EUN Partnership AISBL (known as European Schoolnet) is searching for a dynamic, diligent and multilingual trainee to join the Events Team. The trainee will work under the supervision of the Events Manager and the Events Officer. The traineeship consists in providing support in the organisation of European Schoolnet major events across Europe and ensuring the smooth running of training sessions and other events in the Future Classroom Lab. Moreover, it offers a great opportunity to work in an international environment liaising with colleagues and partners from all over Europe.

### MAIN TASKS:

- **General events assistance tasks**

This includes, but not exclusively, the setup of event registration; following the invitation process; liaising with travel agencies, hotels, restaurants and other external providers; ensuring the appropriate follow up of administrative procedures, payments and contractual issues; printing materials (programme, participants list, badges, delegates pack, etc) and shipment; as well as logistical assistance on the spot if needed.

- **Future Classroom Lab assistance tasks**

This includes assistance for every training session accommodation, ensuring adequate set-up, providing information pack, printing material, organisation of meeting rooms and cloakroom, catering needs and clearing up, badges, participants' registration, administrative support including contacting interested schools, preparing contracts for teachers, organizing hotel and flights for them and visiting teachers, getting vendor forms, preparing purchase orders for all, preparing invoicing if required and follow up on payments.

### PROFILE AND SKILLS:

- A bachelor's degree
- Fluent English (written and spoken) with fluency in at least one other major European language
- Excellent working knowledge of Excel
- Experience and a strong interest in event organising & administration

### The right candidate should be:

- Very organised and attentive to detail
- Fast learner and keen problem-solver with the ability to prioritise tasks and to perform well under pressure
- Creative and bubbling with ideas
- Flexible, able to deal with various cultures and complexity, stress resistant
- Quick at understanding tasks and able to progress with little input

- Enthusiastic with the desire to learn and maintain a high level of quality in their work and with a flair for handling relations with participants, contractors, colleagues.

#### ABOUT EUROPEAN SCHOOLNET:

European Schoolnet ([www.europeanschoolnet.org](http://www.europeanschoolnet.org)) is the network of 35 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:** 6 months' traineeship starting from 01 July 2019.
- **Deadline for applications:** Wednesday, 29 May 2019 at 12:00 CEST.
- **Benefits:** A stipend of 1000 €/month net will be allocated for the duration of the traineeship. European Schoolnet will also provide a partial reimbursement of transport costs (if coming by metro, train or bicycle).
- **Location:** European Schoolnet, Rue de Trèves, 61, Brussels, Belgium.

#### HOW TO APPLY

Please send your **CV** and **motivation letter** in English to Zsofia Karavajev [zsofia.karavajev@eun.org](mailto:zsofia.karavajev@eun.org) including 'Events Traineeship' in the subject line. The motivation letter should show how your background and interests fit the tasks planned for this internship.

#### 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.