

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's 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 set up 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 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
- 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.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 (EUN) 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

USEFUL INFORMATION:

- **Duration:** 6 months' internship starting from 14 January 2019.
- **Deadline for applications:** Monday, 26 November 2018 at 12:00 CET.
- **Benefits:** a stipend of 1000 €/month net will be allocated for the duration of the internship.
- **Location:** European Schoolnet, Rue de Treves, 61, Brussels, Belgium.

HOW TO APPLY:

Please send your **CV** and **motivation letter** in English to Zsofia Karavajev zsofia.karavajev@eun.org. The motivation letter should show how your background and interests fit the tasks planned for this position. Make sure to include 'Events Traineeship' 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.