

EVENTS TEAM TRAINEESHIP

European Schoolnet - the European network of 34 Ministries of Education - is searching for a dynamic, diligent and multilingual intern to join the Events Team. The intern will work under the supervision of the Events Manager and the Events Officer.

The internship 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 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:

The right candidate will have:

- 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

He or she 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.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 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 2 April 2018

Deadline for applications: Wednesday, 7 March 2018, 12.00 CET

Compensation: 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 a CV and letter of motivation to zsofia.karavajev@eun.org with Inna Agadzhanova inna.agadzhanova@eun.org in copy. The motivation letter should show how your background or interests fit the tasks planned for this internship. General cover letters on policy and anything unrelated to the position will be discarded. Only short-listed candidates will be contacted.

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.