

## ETWINNING COMMUNICATIONS TRAINEESHIP

---

European Schoolnet is looking for a trainee to join the eTwinning team.

### MAIN TASKS:

Our ideal candidate has excellent oral and written communication skills in English and is able to design, draft and finalise engaging content for the eTwinning Platform. The job is based at the European Schoolnet office in Brussels. The successful candidate will report to the eTwinning Communication Manager with the following tasks:

- **Support the implementation of the video strategy for the eTwinning platform**
  - Production of audio-visual content
  - Monitor and update the uptake of the eTwinning YouTube channel
  - Design and draft the eTwinning monthly newsletters and weekly digests aimed at different, specific stakeholders
  - Draft articles for the eTwinning Portal
  - Finalise content for the web (for instance via HTML & CMS), image (e.g. via Adobe Photoshop) and video content (for instance via Adobe Premiere Pro CC or Final Cut Pro),
- **Improve the interaction with the audiences targeted by eTwinning**
  - Support the presence of eTwinning on Social media
  - Contribute to the definition of the moderation policy, collate user feedback and actively participate in the moderation of relevant forums, and online events
  - Monitor and report on feedback and online reviews and respond to comments and end users queries in a timely manner,

### PROFILE AND SKILLS:

- At least a bachelor degree, ideally in a relevant subject (e.g. Communications, media, video making)
- Excellent verbal communication skills and writing skills
- Hands on experience with professional social network
- Ability to interpret website traffic and online engagement metrics
- Excellent command of English, both spoken and written. Additional languages would be an asset
- Proven expertise of working with web publishing tools and video platforms
- Good organisational skills and the ability to juggle priorities and assignments
- Ability to liaise with a variety of stakeholders
- A good work ethic, able to work well in teams and independently, sometimes to short deadlines.

### ABOUT EUROPEAN SCHOOLNET:

European Schoolnet ([www.europeanschoolnet.org](http://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:** 6 months' internships starting from January to June 2019.
- **Deadline for applications:** 16 January 2019.
- **Benefits:** A stipend of 1000 €/month net will be allocated for the duration of the internship. European Schoolnet will also provide a partial reimbursement of transport costs (if coming by metro, train or bicycle).
- **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](mailto:jobs@eun.org) including eTwinning intern 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.