

OPEN CALL FOR TRANSLATORS AND PROOFREADERS

European Schoolnet (EUN) 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.

As an international organisation that works in the field of **multilingual education**, we coordinate several projects that are translated into different languages. Therefore, we always strive to have an extensive and holistic **pool of freelance translators and proofreaders**.

European Schoolnet is now looking for new freelance translators and proofreaders that would like to be included in this pool and have enough availability to receive weekly assignments throughout the year. More precisely, we are looking for professionals that can translate **from English into Finnish and Norwegian**.

Are you interested in translating digital educational content? Do not hesitate to apply!

What will be your tasks?

- As a freelance translator or proofreader, you agree to receive translation or proofreading assignments in the fields of education, culture, STEM, media literacy, science, EU funded projects and innovation.

What are we looking for?

Essential qualifications/experience

- Bachelor's Degree or Master's Degree in Translation or minimum 5 years of experience in translating from English into your mother tongue.

Desired

- Experience in subtitling
- Experience in using CMS (content management system) programmes
- Experience in translating into English
- Experience in translating documents, online resources, especially related to EU funded projects in the following areas: education, culture, STEM, media literacy, science and innovation.
- Experience in proofreading
- Experience with CAT tools (Wordbee, MemoQ, SLD Trados, etc.)
- Experience in translating different documents' formats (Word documents, Excel files, HTML code, etc.)

Do you meet the above-mentioned criteria and you want to work in different educational projects?

Send us an email indicating your rate per word for both translation and proofreading and attaching your updated CV and 2 recommendation letters from previous employers or clients. Please, if you have clients or employers from the educational sector, submit those letters.

Please submit your application by providing the above-mentioned documents to: tania.sanchis@eun.org and danosh.nasrollahi@eun.org.

Once the recruitment period ends, European Schoolnet will evaluate the applications and will notify the candidates if they have been selected or not and to give further instructions in order to start our collaboration by the end of September.

Please note that we will not be able to enter into correspondence with candidates who are unsuccessful as to the reasons why their applications were not retained.

This call does not represent a legal commitment by EUN to request any particular service or services from any applicant. The call may be cancelled, re-issued, or extended by EUN for any business reason.

We are looking for committed professionals that want to help us shape the future of education!

Join us!