Events Intern

**Department:** Communication and Events Department (EventsTraineeship-2024)

European Schoolnet (EUN Partnership) is searching for a dynamic and enthusiastic trainee, interested in education and technology to join the Events Team. The traineeship will involve supporting the Events Team in organising various face to face and online events and providing administrative assistance to variety of European projects focusing on innovation in education. This traineeship offers a great opportunity to work in an international environment liaising with colleagues and partners from all over Europe.

**Main tasks**

This list is for indicative purposes only. It will be adapted to meet the priorities of the organisation and in response to skills demonstrated by the trainee.

The successful candidate will assist the Events Officer and Events Manager in the organisation and co-ordination of a broad scope of online and onsite events:

- Preparing meeting and training rooms, taking care of the catering and logistical requirements of the in-house events.
- Building registration pages and mini websites on event management platforms.
- Managing event databases, participant registrations and mailings.
- Following up after the event, communication with participants, providing certificates, supporting reporting.
- Assisting with a variety of administrative tasks.
- Supporting smooth coordination of logistics; production, shipment of prizes, goodies, promotional materials.
- Assisting the members of the Events Team in all tasks assigned.

**Profile and skills**

- **Bachelor’s degree** in a relevant field.
- Excellent level of computer literacy (MS Office), with experience in multimedia and online platforms. Good knowledge of Microsoft Excel formulas and shortcuts.
- Fluent written and spoken **English**. Additional languages are an asset.

- **A keen eye for detail**. The ability to support the work of the Events Team in an accurate and precise manner.

- Very good writing and communication skills.

- Strong organisational skills.

- **Ability to learn fast** and deliver quality results while respecting deadlines.

- **Flexible and adaptable**, with a willingness and determination to overcome issues and **seek solutions**.

- A **team player** with strong interpersonal and **intercultural skills** to succeed in an international environment.

### Useful information

- **Duration of contract**: 6 months’ internship starting from 1st of July 2024. This is a **full-time position**.

- **Deadline for applications**: 17 May 2024 at 17:00 CEST.

- **Benefits**: A stipend of **1100 €/month** net for the duration of the internship; **hybrid position**: remote working from the Belgian residence up to three days per week allowed; **up to 10 days remote working from outside Belgium** during the internship.

- **Location**: European Schoolnet, Rue de Treves, 61, Brussels, Belgium. The trainee will have to be domiciled in Belgium during the traineeship.

- **Permit**: Applicants must be EU citizens or possess a valid work permit for Belgium.

### Interview process

- An online test will be sent to the selected applications (that test is eliminatory).

- Selected candidates will have an interview via video conference with the Events Manager and Human Resources, in June 2024.

- Due to the volume of applications, only pre-selected candidates will be notified.

### How to apply

Please send your CV and **motivation letter in English**, as one single file to **jobs@eun.org**, with **zsodia.karavajev@eun.org** in CC including “**Events Traineeship**” in the subject line. The motivation letter should show how your background and interests fit the tasks planned for this position.
About European Schoolnet

European Schoolnet is the network of 34 European Ministries of Education, based in Brussels. As a non-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. 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.

About the Events Team

With a team of about 3 staff members, the Events team is included into the Communication and Events Department and manages the organisation of a broad scope of face to face, hybrid and online events.