

COMMUNICATIONS TRAINEESHIP

European Schoolnet is looking for a communications trainee. The traineeship will involve supporting the dissemination and promotion of the European Commission's School Education Gateway platform (www.schooleducationgateway.eu) and the Future Classroom Lab (<http://fcl.eun.org>). The traineeship offers a great opportunity to work in an international environment and to get involved in projects that focus on innovation in education.

MAIN TASKS:

Supporting the communication and dissemination activities for School Education Gateway including its editorial content and services, and the Future Classroom Lab and its related project. The main tasks include:

- Producing (collating, proofreading, editing or drafting) online content.
- Website editing.
- Carrying out social media promotion.
- Preparing dissemination content to corporate channels and external stakeholders.
- Preparing quarterly newsletters for SEG and FCL, and preparing short items for the monthly EUN newsletters.
- Designing web products (e.g. 1-page infosheets, promotional material, banners, visuals).
- Assisting in creating presentations and other project material as assigned.
- Ideation of new and keeping existing dissemination materials and promotion packages up to date.
- Collecting and presenting statistical information on the impact of dissemination activities.
- Contributing to events, e.g. by taking pictures.
- Contributing to meetings, reports, and communication strategies.

PROFILE AND SKILLS:

- At least Bachelor's degree in a relevant field (e.g. communications, journalism, digital media, etc.).
- Excellent level of computer literacy (MS Office), with experience in multimedia (e.g. creation of digital assets).
- Previous experience with web content management systems and other web publishing tools.
- Very good writing and proofreading skills.
- Fluent written and spoken English. Additional languages are an asset.
- Preferably experience in website analytics (ideally Google Analytics).
- 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.

ABOUT EUROPEAN SCHOOLNET:

European Schoolnet (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' internship starting as soon as possible.
- **Deadline for applications:** 10 October 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 Trèves, 61, Brussels, Belgium.

HOW TO APPLY

Please send your **CV** and **motivation letter** in English to jobs@eun.org including **FCL-SEG Communications Traineeship** 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.