

SCIENCE EDUCATION DEPARTMENT COMMUNICATIONS TRAINEESHIP (Ref. SciEduDept-2018CMS2)

European Schoolnet is looking for a **communications trainee to join its Science Education Department in Brussels (Vacancy Reference: Ref. SciEduDept-2018CMS2)**. The trainee will actively support the communications activities of various projects in science education, including website management, newsletters and social media. The ideal candidate will be highly motivated, with a hands-on approach, and interested in working in a fast-paced international environment.

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 intern. Tasks will include:

- Updating and maintaining websites of projects in science education.
- Writing news and articles about projects in science education.
- Managing content of newsletters by projects in science education.
- Updating and monitoring regularly social media accounts of projects in science education, especially on Twitter and Facebook.
- Assisting with the editing and production of promotional materials (posters, banners, videos, etc.).
- Assisting the department's project managers with associated events.
- Attending project meetings with partners and other stakeholders.
- Assisting with the production of project deliverables and reporting.

PROFILE AND SKILLS:

- Very good spoken and written English plus at least one other EU language.
- A basic knowledge of HTML and previous experience with web content management systems and other web publishing tools (ideally Liferay).
- Experience with Adobe InDesign, and an interest and familiarity with corporate social media (Facebook, Twitter, etc.) and Web 2.0 technologies.
- Experience in writing news and articles, both for a specific and general target audience.
- Very good organisational skills, since success in this role will depend upon forward planning and proactivity.
- Attention to detail and being able to work independently is critical.
- A team player with strong interpersonal and intercultural skills to succeed in an international environment.
- An interest and familiarity with video and graphical production and photography.
- Interest in science education, in particularly at primary/secondary school level.
- Preferable: a Bachelor's or Master's degree in a relevant field (e.g., communications, journalism, media, education, international relations).

YOU SHOULD

- Be ready to start the internship in January 2019
- Enjoy working hard and thrive working in a fast paced international environment
- Have an interest in communication as a career path, working with teachers and showing a self-sufficient and proactive nature.
- Enthusiastic with the desire to learn and maintain a high level of quality in their work.

USEFUL INFORMATION

- **Duration:** 6 months' internships starting on January 2019.
- **Deadline for applications:** until the position is filled.
- **Benefits:** a stipend of 1000 €/month net for the duration of the internship.
- **Location:** European Schoolnet, Rue de Treves, 61, Brussels, Belgium.
- Interviews will take place as soon as possible either in Brussels or at distance.
- Due to the volume of applications, only pre-selected candidates will be notified.

HOW TO APPLY

Please send your **motivation letter and CV** in English, as one single file¹ to agueda.gras@eun.org, with adrienn.pap@eun.org in CC.

- The motivation letter should show how your background and interests fit the tasks planned for this internship.
- Make sure to include the Vacancy Reference in the subject of the email.
- The motivation and CV file should be named: VacancyReference-LASTNAME.pdf

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 (EUN) 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

ABOUT THE SCIENCE EDUCATION DEPARTMENT AT EUROPEAN SCHOOLNET

STEM Education is one of the priorities of EUN's Ministries of Education (MoEs). In the last 10 years, this team has been involved in over 50 STEM education projects including both EC funded initiatives (e.g. Scientix, the community for science education in Europe) and private funded projects (e.g. the STEM Alliance). The department consists of 15 colleagues, including project managers, pedagogical advisers and communications officers.

¹ You can find different online tools to combine pdfs, e.g. <https://www.ilovepdf.com/>