

SCIENCE EDUCATION DEPARTMENT MANAGEMENT TRAINEESHIP (Ref. SciEduDept-2020AGVNB)

European Schoolnet is looking for **an intern to join our Science Education Department in Brussels (Vacancy Reference: SciEduDept-2020AGVNB)**. This position will be a highly active, hands-on role and will give an excellent opportunity to get to grips with a range of issues in project management of science projects and 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 intern. Tasks will include supporting project managers on:

- Streamlining of processes in the department (large team, many projects)
- Teachers coordination
- Competition coordination and management, including project administrative issues
- Curating and editing learning resources
- Liaising and following-up with communities of teachers/schools and providing them ongoing online support
- Providing support in webinars and online meetings
- Drafting articles, letters, minutes and reports

PROFILE AND SKILLS

Must have:

- Very good spoken and written English plus at least one other EU language.
- Very good organizational skills since success in this role will depend upon forward planning and proactivity.
- Attention to detail and being able to work independently is critical.
- Candidates should be enthusiastic with the desire to learn continuously and maintain a high level of quality in their work, and have a positive attitude towards trying out and using different IT tools.

Preferable:

- Masters' degree preferably in education, science, or science communication, with strong motivation on the following areas: Science Education, ICT in Education and European funded projects.
- Good understanding of IT tools (minimum MS Office Word and Excel – intermediate user), ideally also Adobe Connect, Google docs, Moodle, OpenOffice, etc. and basic knowledge of HTML
- Experience in writing articles/letters/papers/reports and planning agendas/meetings

YOU SHOULD

- Be ready to start the internship in September 2020
- Like working hard and learning every day
- Thrive working in a fast paced international environment
- Be interested in a project coordination career path, working with teachers and have a self-sufficient and proactive nature.

USEFUL INFORMATION

- **Duration:** 6 months' internship starting September 2020
- **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 Noelle.billon@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.

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/>