European Schoolnet is looking for two trainees to join our Science Education Department in Brussels (Vacancy Reference: SciEduDept-2021AGVGM). These positions will be highly active, hands-on roles and will give an excellent opportunity to get to grips with a range of issues in the coordination and implementation of projects in science education and working 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, as well as projects and communications coordinators on:

- Streamlining of processes in the department (large team, many projects)
- Teachers coordination, including administrative tasks
- Competition coordination and management, including keeping track of the participation
- 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, news, letters, minutes, briefings, and reports
- Updating and publishing information in project websites

PROFILE AND SKILLS

Must haves:

- 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 are 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 in 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.
YOU SHOULD

- Be ready to start the traineeship mid-January 2021, early Feb 2021, latest.
- Like working effectively and efficiently 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’ traineeship starting mid-January / early February 2021.
- **Deadline for applications:** until the position is filled.
- **Benefits:** a stipend of 1000 €/month net for the duration of the traineeship.
- **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 jobs@eun.org with agueda.gras@eun.org and giuseppe.mossuti@eun.org in CC.

- Make sure to include the Vacancy Reference (SciEduDept-2021AGVGM) in the subject of the email.
- The motivation letter should show how your background and interests fit the tasks planned for this internship.
- The motivation and CV file should be named: VacancyReference-LASTNAME.pdf

ABOUT EUROPEAN SCHOOLNET

European Schoolnet 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. 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 17 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/