European Schoolnet (EUN) is looking for three communications trainees to join its Science Education (two) and Digital Citizenship (one) departments in Brussels (Vacancy Reference: Ref. SciEduDept-2021CMS3). The trainees will actively support the communications activities of various projects, including website management, newsletters, and social media. The ideal candidates 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/digital citizenship.
- Writing news and articles about projects in science education/digital citizenship.
- Managing content of newsletters by projects in science education/digital citizenship.
- Updating and monitoring regularly social media accounts of projects in science education/digital citizenship, especially on Twitter and Facebook.
- Planning and running communications campaigns
- Editing and producing 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 and WordPress).
- 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 or digital citizenship.
- 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 as early as possible in March 2021.
- 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 your work.

USEFUL INFORMATION
- Duration: 6 months’ internships.
- Deadline for applications: until the positions are 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 via video conference.
- 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 file to jobs@eun.org with agueda.gras@eun.org and murielle.piette@eun.org in CC.

- Make sure to include the Vacancy Reference in the subject of the email.
- The motivation letter should show how your background and interests fit the tasks planned for these internships. Please also include whether you have a preference in joining the Science Education or Digital Citizenship department and why.
- The motivation and CV file should be named: VacancyReference-LASTNAME.pdf.

ABOUT EUROPEAN SCHOOLNET
European Schoolnet (www.eun.org) is the network of 32 European Ministries of Education (MoE), based in Brussels. As a not-for-profit organisation, we aim to bring innovation in teaching and learning to our key stakeholders: MoEs, schools, teachers, researchers, and industry partners.

ABOUT THE SCIENCE EDUCATION DEPARTMENT AT EUROPEAN SCHOOLNET
In the last 10+ years, this department has been involved in 50+ STEM education projects (e.g., Scientix, or the STEM Alliance). The department consists of 20 colleagues, including project managers, pedagogical advisers, and communications officers.

ABOUT THE DIGITAL CITIZENSHIP DEPARTMENT AT EUROPEAN SCHOOLNET
Digital and media literacies enable children and young people to become active and critical digital citizens. Across a team of 13, this department’s key areas of focus include online safety and responsibility, digital literacy, an active and creative digital life, digital skills for jobs and life, and coding and computational thinking.

1 Remote working from a Belgian location while restrictions necessitate.
2 You can find different online tools to combine pdfs, e.g. https://www.ilovepdf.com/