

TRANSLATION TRAINEESHIP

EUN Partnership AISBL (known as European Schoolnet) is searching for a dynamic and enthusiastic trainee, interested in education and technology to join the Communications Team. **The traineeship will involve supporting European Schoolnet in providing translation and communication services and outputs for a variety of European projects focusing on innovation in education.** This traineeship offers a great opportunity to work in an international environment liaising with colleagues and partners from all over Europe.

MAIN TASKS:

The successful candidate will report to the Communications Manager with the following tasks:

- Coordination and follow-up of translation requests for EU projects.
- Subtitling of videos and adaptation of translated subtitles.
- Web editing.
- Translation of articles.
- Administrative tasks (e.g. handling translators' invoices).
- Support the communication team through different activities.
- Producing (collating, proofreading, editing or drafting) online content.
- Contributing to the production of project deliverables and events.

PROFILE AND SKILLS:

- Bachelor's or Master's degree in a relevant field (e.g. translation, linguistics, etc.)
- An excellent command of English, both spoken and written. Additional EU languages are required
- Experience with information technologies (CAT tools, website management, content management system, MS Office package, etc.)
- Detail oriented
- Problem-solving skills and ability to juggle priorities and assignments
- Ability to learn fast and deliver quality results while respecting deadlines
- 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' internships starting from mid-April 2019.
- **Deadline for applications:** 22 March 2019 at 17:00 CET.
- **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 'Translation 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.