

WEB EDITING AND COMMS TRAINEESHIP

[European Schoolnet](#) is searching for an enthusiastic intern with technical skills to join its School Education Gateway Team. The [School Education Gateway](#) (SEG) is an online platform for teachers and school staff to learn about and get interested in the European action for schools. It includes also [Teacher Academy](#) that provides online courses (MOOCs) to teachers.

We are looking for a dynamic and autonomous colleague to join the team to support us in **web editing, web support and communication tasks**.

PROFILE AND SKILLS:

- At least a Bachelor degree in a relevant subject (e.g. technology, communications, digital media, etc...) or a relevant substantial experience.
- Experience of web editing and publishing
- Knowledge of web publishing tools, CMS and HTML.
- Basic photo and video editing skills.
- Experience of user support or customer service tasks.
- An excellent command of English, both spoken and written. Additional languages are an asset.
- Solid problem-solving skills and the ability to juggle priorities and assignments.
- A good work ethic, able to work well in teams and independently, sometimes to short deadlines.

THE APPLICANT SHOULD HAVE:

- Experience of creating navigational maps and wireframes.
- Knowledge of design, usability and accessibility best practices (W3C, WAI)
- Interest in education and the use of ICT in teaching and learning.

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, we pledge to:

- Support schools in achieving effective use of ICT in teaching and learning
- Improve and raise the quality of education in Europe
- Promote the European dimension in education

USEFUL INFORMATION:

- **Duration:** 6 months' internship starting from 07 January 2019.
- **Deadline for applications:** Monday, 26 November 2018 or as soon as the post is filled. Early application is encouraged.
- **Benefits:** a stipend of 1000 €/month net will be allocated for the duration of the internship.
- **Location:** European Schoolnet, Rue de Treves, 61, Brussels, Belgium.

HOW TO APPLY:

Please send your **CV** and **motivation letter** in English to jobs@eun.org. The motivation letter should show how your background and interests fit the tasks planned for this position. Make sure to include 'SEG Internship Dec2018' in the subject of the email and file names.

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.