

Junior Communication Officer

European Schoolnet is looking for a Junior Communication Officer.

MAIN TASKS:

- Provide engaging text (e.g. HTML & CMS), image (e.g. Adobe Photoshop) and video content (Adobe Premiere Pro CC or Final Cut Pro)
- Set up and implement the video strategy and promote engagement and interaction among the audiences targeted by European Schoolnet
- Plan and supervise the uptake of the YouTube channel
- Contribute to the definition of the moderation policy, collate user feedback and actively participate in the moderation of relevant forums, and online events
- Build relationships with end users, engage new ones
- Respond to comments and end users queries in a timely manner
- Monitor and report on feedback and online reviews
- Liaising with stakeholders, content contributors and translators
- Contributing to meetings, reports, and communication strategies
- Stay up-to-date with digital technology trends

PROFILE AND SKILLS:

- Bachelor's degree, ideally in a relevant subject (e.g. Communications, media, video making)
- Proven work experience as a junior video-maker (shooting, editing, subtitling videos)
- Excellent verbal communication skills and writing skills
- Hands on experience with professional social network
- Ability to interpret website traffic and online engagement metrics
- Excellent command of English, both spoken and written. Additional languages would be an asset.

- Proven expertise of working with web publishing tools and video platforms
- Good organisational skills and the ability to juggle priorities and assignments
- Ability to liaise with a variety of stakeholders
- A good work ethic, able to work well in team and independently, sometimes to short deadlines.

ABOUT EUROPEAN SCHOOLNET:

European Schoolnet (www.europeanschoolnet.org) is the network of 35 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 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 contract starting from June 2019.

Deadline for applications: 03 June 2019 at 17:00 pm CEST.

Benefits: Ticket restaurants; Reimbursement of public transport costs; DKV Hospitalia insurance

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 including “**Junior Communication Officer**” in the subject line. The motivation letter should show how your background and interests fit the tasks planned for this post.

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.