Communications Trainee

Department: DIGITAL CITIZENSHIP

European Schoolnet (EUN Partnership) is looking for a dynamic Communications Trainee (Ref. DigCi-ComsTrainee-2022) to join its Digital Citizenship Department.

The Communications Trainee will actively assist the relevant Project Manager(s) and Communications Coordinator in implementing communications activities planned within Digital Citizenship projects, such as the European Film Factory (EFF), the Media Literacy Case for Educators (MLCE) and the Empower Manpower against gender-based violence online (MenABLE).

The trainee will carry out a wide range of tasks to support the establishment of the project’s visual identity and branding, the promotion of project tools as well as the dissemination and campaigning activities. The work will involve working with various media such as social media platforms, websites and newsletters. The ideal candidate will be highly motivated, with a hands-on approach, and be interested in working in a fast-paced international environment.

Main tasks

- Provide day-to-day support to the relevant Project Manager and Communications Coordinator to implement communications activities organised within projects, including EU-funded initiatives.
- Update and maintain websites of projects.
- Write news and articles about digital citizenship topics.
- Collate and create content for project newsletters.
- Update and monitor regularly social media accounts of projects, including on Twitter and Facebook.
- Support the planning and running of communications campaigns.
- Edit and produce promotional materials (posters, banners, videos, etc.).
- Support the organisation of meetings and events, may they be held face to face, online or in hybrid format.
- Attend project meetings with partners and other stakeholders.
- Contribute to the production of project deliverables and reporting.
Profile and skills

- A Bachelor or master’s degree in a relevant field (e.g., digital media or communication studies, social sciences, journalism).
- Excellent spoken and written English and ideally one other EU language.
- Proficiency in the Microsoft Office suite (Outlook, Excel, Word, PowerPoint, SharePoint).
- A basic knowledge of HTML and previous experience with web content management systems or other web publishing tools (e.g., Drupal).
- Familiarity with corporate social media (e.g., Facebook, Twitter, Instagram) and Web 2.0 technologies and the capacity to create and develop creative content for those channels.
- Familiarity with graphical and video production as well as graphical design tools (i.e. Adobe, GIMP, Canva).
- Experience in writing news and articles, both for a specific and general target audience.
- Very good organisational skills, as success in the role also depends upon forward planning, proactivity and meeting strict deadlines.
- Attention to detail and the ability to work independently.
- The person should have a first corporate experience (e.g., internship), other than volunteering work.
- Prior experience in planning events and meetings would be desirable.
- A team player with strong interpersonal and intercultural skills to succeed in an international environment.
- An interest and/or experience in topics such as online safety, gender balance, digital skills and digital transformation in general.

Useful information

- **Duration of contract**: 6 months CIP contract. This is a full-time position starting early 2023.
- **Deadline for applications**: 8 January 2023 at 23:59 CET (Brussels time), however interviews will be organised as soon as possible **on a rolling basis** either in Brussels or at distance.
- **Benefits**: A stipend of 1100 €/month net for the duration of the traineeship.
- **Location**: European Schoolnet, Rue de Treves, 61, Brussels, Belgium. The trainee will have to be **domiciled in Belgium** during the traineeship due to the contract type.
- Applicants must be EU citizens or possess a valid work permit for Belgium.
- Due to the volume of applications, only pre-selected candidates will be notified.
How to apply

Please send your CV and motivation letter in English, as one single file to jobs@eun.org with murielle.piette@eun.org in copy. The motivation letter should show how your background and interests fit the tasks planned for this position.

- Any additional information you wish to send should please be incorporated into the single file rather than in the main body of your email. Thank you!
- The file should please be named: LASTNAME FirstName – DigCi-ComsTrainee-2022.
- Make sure to include the Vacancy Reference in the subject of the email (Ref: DigCi-ComsTrainee-2022).

About European Schoolnet

European Schoolnet is a network of over 30 European Ministries of Education, based in Brussels. As a non-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 succeed in the knowledge society. 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.

About the Digital Citizenship Department

Digital skills and literacies enable children and young people to become active, critical and creative digital citizens. With a team of around 15 staff members, the Digital Citizenship Department’s key areas of focus include online safety and responsibility, media and digital literacy, digital skills for jobs and life, as well as coding and computational thinking.