

## Translation Trainee – Communication Team

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EUN Partnership AISBL (“European Schoolnet”) is searching for a dynamic and enthusiastic Translation trainee, interested in education and technology to join the Communication Team. **The position 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 position 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 Communication Manager with the following tasks:

- Follow-up of translation requests for various EU projects.
- Administrative related tasks to support the translation process, including database maintenance, quality checks, recruitment of new translators, checking CVs and contracts.
- Regular proofreading of corporate communications (e.g: articles, digital content, press releases, reports).
- Web editing.

### PROFILE AND SKILLS

The right candidate should be:

- Bachelor’s or master’s degree in a relevant field (e.g. translation, linguistics, philology etc.)
- English native speaker or outstanding command of English, both spoken and written. Additional EU languages are taken into account, but they are not a must.
- Experience with information technologies (website management, content management systems, MS Office package, etc.)
- Detail-oriented
- Problem-solving skills and ability to work in a fast-paced environment
- 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.

## USEFUL INFORMATION

- Duration: 6 months' internship
- Deadline for applications: until the position is filled.
- Benefits: a stipend of 1000 €/month net for the duration of the internship.
- Location: European Schoolnet – EUN Partnership aisbl, 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
- Vacancy reference: **“TranslationTrainee2022”**

## HOW TO APPLY

Please send your **motivation letter and CV** in English, as one single file<sup>1</sup> to [jobs@eun.org](mailto:jobs@eun.org) with [laura.lindberg@eun.org](mailto:laura.lindberg@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.
- The motivation and CV file should be named: VacancyReference-LASTNAME.pdf.

## ABOUT EUROPEAN SCHOOLNET

[European Schoolnet](https://www.europeanschoolnet.org/) is the network of 33 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. 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.

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<sup>1</sup> You can find different online tools to combine pdfs, e.g. <https://www.ilovepdf.com/>  
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