Translation Trainee – Communication Team

EUN Partnership AISBL (“European Schoolnet”) is searching for a dynamic and enthusiastic Translation trainee to meet the translation needs of the organisation. This internship involves supporting the team in the translation process for a variety of European projects in the field of digital 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 maintenance of the translators’ database, quality checks, recruitment of new translators, checking CVs and contracts.
• Helping the translation department retrieving and storing important information related to both, translators and the translation process (e.g. saving and keeping track of documents, files, translations).
• Point of contact for translators/proofreaders and project coordinators; he/she ensures that the texts are submitted in due time and in the expected quality.
• Invoicing

PROFILE AND SKILLS
The right candidate should be:

• Bachelor’s or master’s degree in a relevant field (e.g. translation, linguistics, philology etc.);
• Good 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 Trêves, 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 to jobs@eun.org with 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 is a network of 34 Ministries of Education across Europe, which leads educational innovation at European level. It operates key European services in innovation in education on behalf of member Ministries of Education, the European Commission, and industry partners. European Schoolnet’s core activities include:

- Providing concrete evidence and data about innovation in education on which to base policy recommendations;
- Supporting schools and teachers in their teaching practices;
- Developing and maintaining a network of schools committed to innovative teaching and learning approaches.

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