COMMUNICATIONS TRAINEESHIP IN THE SCIENCE EDUCATION DEPARTMENT
(Ref. SciEduDept-2022NMG)

European Schoolnet (EUN) is looking for a new communications trainee to join its Science Education department in Brussels (Vacancy Reference: SciEduDept-2022NMG). The trainee will actively support the communications activities of various projects, including website management, newsletters, and social media. The ideal candidate will be highly motivated, with a hands-on approach, and interested in working in a fast-paced international environment.

MAIN TASKS
This list is for indicative purposes only. It will be adapted to meet the priorities of the organisation and in response to skills demonstrated by the intern. Tasks will include:

- Updating and maintaining websites of projects in science education.
- Writing news and articles about projects in science education.
- Managing content of newsletters by projects in science education.
- Updating and monitoring regularly social media accounts of projects in science education, especially on Twitter and Facebook.
- Planning and running communications campaigns
- Editing and producing promotional materials (posters, banners, videos, etc.).
- Assisting the department’s project managers with associated events.
- Attending project meetings with partners and other stakeholders.
- Assisting with the production of project deliverables and reporting.

PROFILE AND SKILLS

- Very good spoken and written English plus at least one other EU language.
- A basic knowledge of HTML and previous experience with web content management systems and other web publishing tools (ideally Liferay and WordPress).
- Experience with Adobe InDesign, and an interest and familiarity with corporate social media (Facebook, Twitter, etc.) and Web 2.0 technologies.
- Experience in writing news and articles, both for a specific and general target audience.
- Very good organisational skills, since success in this role will depend upon forward planning and proactivity.
- Attention to detail and being able to work independently is critical.
- A team player with strong interpersonal and intercultural skills to succeed in an international environment.
- An interest and familiarity with video and graphical production and photography.
- Experience in organising online events desirable.
- Preferable: a bachelor’s or master’s degree in a relevant field (e.g., communications, journalism, media, education, international relations). Interest in science education is a plus, but no science or science education experience needed.
YOU SHOULD
- Be ready to start the internship as early as possible in June/July 2022.
- Enjoy working hard and thrive working in a fast-paced international environment.
- Have an interest in communication as a career path, working with teachers and showing a self-sufficient and proactive nature.
- Enthusiastic with the desire to learn and maintain a high level of quality in your work.

USEFUL INFORMATION
- **Duration:** 6 months’ internships.
- **Deadline for applications:** until the positions are filled.
- **Benefits:** a stipend of 1000 €/month net for the duration of the internship.
- **Location:** European Schoolnet, 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.

HOW TO APPLY
Please send your motivation letter and CV in English, as one single file to jobs@eun.org with agueda.gras@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 (www.eun.org) is the network of 32 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.

ABOUT THE SCIENCE EDUCATION DEPARTMENT AT EUROPEAN SCHOOLNET
STEM Education is one of the priorities of EUN’s Ministries of Education (MoEs). In the last 10+ years, this team has been involved in over 50 STEM education projects including both EC funded initiatives (e.g., Scientix, the community for science education in Europe) and private funded projects (e.g., the STEM Alliance). The department consists of 20 colleagues, including project managers, pedagogical advisers, and communications officers.

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1 Remote working from a Belgian location up to three days per week allowed (Science Education Department colleagues work from the office on Thursdays and Fridays).
2 You can find different online tools to combine pdfs, e.g., https://www.ilovepdf.com/