WEB CONTENT OFFICER (Ref. SciEduDept-2022WCO)

European Schoolnet (EUN) is looking for a new Web Content officer to join its Science Education Department in Brussels to support with maintaining the portal of Scientix (https://scientix.eu) with the latest news, projects, events, and teaching materials (Vacancy Reference: SciEduDept-2022WCO). The officer will actively support the communications activities of various projects, including website management, newsletters, and social media. We are looking for an enthusiastic colleague with content creation and web editing skills, 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 candidate. Tasks will include:

- Monitoring the submission of teaching materials and publications, following up with users’ requests, liaising with the translation coordinator, editing the materials, including the translations, and publishing the resources online in different languages (Note this task is expected to take ~50% of the workload).
- Select, write, and publish content for web platforms, including proofreading, web editing and application of digital assets.
- Coordinating editing/publishing processes including contacts with internal and external contributors, liaising with translation coordinators, etc.
- Updating and maintaining websites of projects in science education, including uploading content in different languages.
- Assist with testing and investigation of technical problems.
- Assist with user support activities, e.g., handling content suggestions.

PROFILE AND SKILLS

- Very good spoken and written English plus at least one other EU language.
- Advanced knowledge of MS Word to edit documents quickly resulting in good quality.
- A basic knowledge of HTML and previous experience with web content management systems and other web publishing tools (including Liferay and WordPress).
- Experience reviewing documents.
- Experience in writing news and articles, both for teachers 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.
- Experience in science education communication.
- Preferable: a bachelor’s or master’s degree in a relevant field (e.g., communications, journalism, media, education, international relations).
YOU SHOULD
- Enjoy working hard and thrive working in a fast-paced international environment.
- Have an interest in web editing 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:** 1-year CDD.
- **Timeline:**
  - Deadline for applications: 23 November 2022
  - Candidates selected for interview will be informed by the end of November.
  - Interviews will take place online 28 Nov – 2 Dec 2022.
  - The candidate would start Jan 2023.
- **Benefits:** competitive salary; meal vouchers; DKV Hospitalia,...
- **Location:** European Schoolnet, Rue de Treves, 61, Brussels, Belgium.
- 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, interests and experience fit the specific tasks planned for this position.
- The motivation and CV file should be named: VacancyReference-LASTNAME.pdf

ABOUT EUROPEAN SCHOOLNET
European Schoolnet (www.eun.org) is the network of 34 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/