WEB CONTENT TRAINEESHIP (Ref. SciEduDept-2022WCR)

European Schoolnet (EUN) is looking for a new Web Content trainee to join its Science Education Department in Brussels to support with maintaining the portal of Scientix with the latest news, projects, events, and teaching materials (Vacancy Reference: SciEduDept-2022WCR). The trainee 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 intern. Tasks will include:

- Monitoring the submission of teaching materials and publications, following up with users’ requests, liaising with the translator 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 internship).
- Select, write, and publish content for web platforms, including proofreading, web editing and application of digital assets.
- Assist 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 (ideally Liferay and WordPress).
- Experience reviewing documents.
- 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.
- Interest in science education, but no experience needed.
- 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 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’ internship.
- **Timeline:**
  - **Deadline for applications:** 31 July 2022
  - Candidates selected for interview will be informed on Mon 1 August 2022
  - **Interviews** will take place online on Wed 3 and Thu 4 August 2022
  - The internship would start the week of the 22nd of Aug 2022 at the latest.
- **Benefits:** a stipend of 1000 €/month net for the duration of the internship.
- **Location:** European Schoolnet, Rue de Tréves, 61, Brussels, Belgium

HOW TO APPLY

Please send your **motivation letter and CV** in English, as one single file
to [jobs@eun.org](mailto:jobs@eun.org) with [agueda.gras@eun.org](mailto: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](http://www.europeanschoolnet.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/](https://www.ilovepdf.com/)