

EVENTS TRAINEESHIP

Department: Events department

[European Schoolnet](#) (EUN Partnership) is looking for a dynamic and enthusiastic trainee to join its Events department for the duration of 6 months, starting from January 2024.

The traineeship will involve supporting European Schoolnet in the organisation of face to face and online events, as well as providing administrative assistance to a variety of European projects in the field of innovation in education. This traineeship 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 assist the Events Officer and Events Operational Manager in the organisation and co-ordination of a broad scope of online and onsite events:

Preparing meeting and training rooms, taking care of the catering and logistical requirements of the in-house events.

- Building registration pages and mini websites on event management platforms.
- Managing event databases, participant registrations and mailings.
- Following up after the event, communication with participants, providing certificates, supporting reporting.
- Assisting with a variety of administrative tasks.
- Supporting smooth coordination of logistics; production, shipment of prizes, goodies, promotional materials.
- Assisting the members of the Events Team in all tasks assigned.

Profile and skills

The candidate should have:

- Bachelor's degree in a relevant field.
- Excellent level of computer literacy (MS Office), with experience in multimedia and online platforms. Good knowledge of Microsoft Excel formulas and shortcuts.
- Fluent written and spoken English. Additional languages are an asset.

- A keen eye for detail. The ability to support the work of the Events Team in an accurate and precise manner.
- Very good writing and communication skills.
- Strong organisational skills.
- Ability to learn fast and deliver quality results while respecting deadlines.
- Flexible and adaptable, with a willingness and determination to overcome issues and seek solutions.
- A team player with strong interpersonal and intercultural skills to succeed in an international environment.

Useful information

- **Duration of contract:** 6 months' traineeship starting from January 2024.
- **Deadline for applications:** 11 December 2023 at 17:00 CEST.
- **Benefits:** A stipend of 1 100 €/month net will be allocated for the duration of the internship.
 - teleworking allowance and IT equipment
 - partial reimbursement of commuting costs
- **Location:** European Schoolnet, Rue de Treves, 61, Brussels, Belgium.
- Applicants must be EU citizens or possess a valid work permit for Belgium.
- Interviews will take place as soon as possible either in Brussels or at distance.
- Due to the volume of applications, only pre-selected candidates will be notified.

How to apply

Please send your **CV** and **motivation letter in English**, as one single file to jobs@eun.org. The motivation letter should show how your background and interests fit the tasks planned for this position.

- Make sure to include the *Vacancy Reference* "Events Team Trainee" in the subject of the email.
- The file should be named: LASTNAME FirstName – Ref: Vacancy Reference. Please send these documents as one single pdf file named 'LASTNAME FirstName- EventsTeamTrainee'. Any additional information you wish to send should be incorporated into the single pdf file rather than in the main body of your email. Thank you!

About European Schoolnet

[European Schoolnet](#) is the network of 34 European Ministries of Education, based in Brussels. As a non-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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