EVENTS TRAINEESHIP

European Schoolnet is searching for a dynamic and enthusiastic trainee, interested in education and technology to join the Events Team. The trainee will work under the supervision of the Head of Events and the Events Operational Manager. The traineeship will involve supporting the Events Team in organising various face to face and online events and providing administrative assistance to variety of European projects focusing on 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 in the organisation and co-ordination of a broad scope of online and onsite events, and report to the Head of Events and Events Operational Manager with the following tasks:

- 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:

- 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.
ABOUT EUROPEAN SCHOOLNET:

European Schoolnet (www.europeanschoolnet.org) is the network of 34 Ministries of Education from across Europe, leading educational innovation at European level. As a major international think tank, European Schoolnet operates key European services in education on behalf of member Ministries of Education, the European Commission, and industry partners. European Schoolnet’s activities are divided among three areas of work:

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

USEFUL INFORMATION

- **Duration:** 6 months’ traineeship starting from August 2023 (full time)
- **Deadline for applications:** 7 August 2023 at 17:00 CEST.
- **A stipend of 1100 €/month net will be allocated for the duration of the internship.**
- **Benefits:**
  - teleworking allowance and IT equipment
  - partial reimbursement of commuting costs
- **Location:** European Schoolnet, Rue de Treves, 61, Brussels, Belgium.
- **Note:** applicants must be EU citizens or possess a valid work permit for Belgium to work full time.

HOW TO APPLY

Please send your CV and motivation letter in English to jobs@eun.org including “Events Team Traineeship” in the subject line. The motivation letter should show how your background and interests fit the tasks planned for this traineeship. Please send these documents as one single pdf file.

PLEASE NOTE:

- Interviews will take place as soon as possible in presence or at distance.
- Due to the volume of applications, we regret to be able to only notify pre-selected candidates.