

# Coordination Intern

(Vacancy Reference: **SciEduDept-2023SDCEXT**)

## Department: SCIENCE EDUCATION DEPARTMENT

European Schoolnet (EUN) is looking for a new **coordination trainee** to join its Science Education department in Brussels. The trainee will actively support the activities of various projects and will have the opportunity to get to grips with a range of aspects in coordination of science education projects. 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 trainee. Tasks will include:

- Liaising and following-up with communities of teachers/schools and providing them ongoing online support.
- Coordinating teachers and schools' activities and providing pedagogical support as needed, including reviewing submissions, following up with school activities, supporting teachers in submitting entries for review...
- Monitoring the submission of teaching materials and publications, following up with users' requests, curating learning scenarios and editing materials, etc.
- Supporting the organisation of workshops and online meetings.
- Drafting articles, letters, minutes, and reports
- Attending project meetings with partners and other stakeholders.
- Assisting with the production of project deliverables and reporting.

## Profile and skills

- Attention to detail and being able to work independently is critical.
- Very good spoken and written English plus at least one other EU language.
- Excellent organizational skills since success in this role will depend upon forward planning and proactivity.
- Candidates should be enthusiastic with the desire to learn continuously and maintain a high level of quality in their work and have a positive attitude towards trying out and using different IT tools.
- Preferable: Masters' degree preferably in education, science, or science communication, with strong motivation on the following areas: Science Education, ICT in Education and European funded projects.

- Experience or interest in one or more of these topics would be a plus: Citizen Science, sustainability, and Community building.

## Useful information

- **Duration of contract:** 6 months' internship starting from 9<sup>th</sup> of January 2024. This is a **full-time position**.
- **Deadline for applications:** until the position is filled.
- **Location:** European Schoolnet, Rue de Treves, 61, Brussels, Belgium. The trainee will have to be domiciled in Belgium during the traineeship.
- **Permit:** Applicants must be EU citizens or already possess a valid work permit for Belgium.
- **Benefits:** a stipend of **1100 €/month** net for the duration of the internship; **hybrid position:** Remote working from the Belgian residence up to three days per week allowed (Science Education Department colleagues work from the office on Thursdays and Fridays); **up to 10 days remote working from outside Belgium** during the internship.
- **Interview process:**
  - Selected candidates will have a first interview via video conference with the head of the Science Education Department and Human Resources, during the last week of November.
  - Short-listed candidates might have a second interview with the Executive Director of European Schoolnet and/or a Senior Adviser.
  - 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<sup>1</sup> 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 (SciEduDept-2023SDCEXT) in the subject of the email.
- The motivation and CV file should be named: SciEduDept-2023SDCEXT-LASTNAME.pdf (no spaces).

## About European Schoolnet

[European Schoolnet \(EUN\)](https://www.eun.org/) is a network of 30+ Ministries of Education (MoEs), based in Brussels. As a non-profit organisation, we aim to bring innovation in teaching and learning to our key stakeholders: MoEs, schools, teachers, researchers, and industry partners. Since 1997, EUN has used its links with MoEs to help schools make effective use of educational technologies, equipping both teachers and pupils with the skills to succeed in the knowledge society.

## The Science Education Department

STEM Education, including Educational (Emerging) Technologies, is one of the priorities of EUN's MoEs. In the last 15 years, the team has been involved in 60+ 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 24 colleagues, including project managers, coordinators, pedagogical advisers, and communications officers.

<sup>1</sup> You can find different online tools to combine pdfs, e.g., <https://www.ilovepdf.com/>



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**European Schoolnet (EUN Partnership AIBSL)**

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