**Contract/Internship Description Form**

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| **Company name:** | European Federation of Education Employers | | | | |
| **Division/Department:** | Communications | | | | |
| **Location:** | Brussels | | | | |
| **Website:** | <https://educationemployers.eu/> | | | | |
| **Number of vacancies:** | 1 | | | | |
| **Reports to:** | Michele Boaretto | | **Title:** | | Membership and Communication Officer |
| **Email Address :** | michele.boaretto@educationemployers.eu | | **Phone Number:** | | +39 351 889 85 61 |
| **Dates:** | May 2024 – November 2024 (flexible) | | | | |
| **About the Company** | | | | | |
| The European Federation of Education Employers (EFEE) is a dynamic organisation established in 2009 to represent the interests of employers in the strategic and highly diverse European education sector. EFEE is the only organisation to be officially accredited by the European Commission as a social partner representing employers in the education sector. Together with our partners at the European Trade Union Committee for Education (ETUCE), we form the European Sectoral Social Dialogue Committee in Education (ESSDE). Therefore, EFEE plays a key role in policymaking at European level and is represented, along with its members, at a wide range of high-level conferences and events.  As European social partners, we represent the interests of education employers and providers from 26 different European countries representing all education levels - pre-school, primary and secondary education, vocational education and training, and Higher Education and Research. In our work, we tackle a wide range of fundamental topics, also including education for environmental sustainability, education in the digital age, the attractiveness of the teaching profession, Social Dialogue promotion and capacity building, occupational health and safety, and many more.  EFEE routinely organizes and takes part in a variety of activities such as policy working groups, peer learning activities across Europe, thematic high level working groups, EU events in Brussels, and European Social Dialogue projects.  For more information, take a look at our website: <https://educationemployers.eu/> | | | | | |
| **INTERNSHIP** | Yes | **CONTRACT** | |  | |
| **POSITION TITTLE:** | Communication Assistant | | | | |
| **GENERAL DESCRIPTION (tasks, etc.)** | | | | | |
| The European Federation of Education Employers is looking for a trainee to assist with the management of our communication activities. This involves a variety of tasks ranging from providing support in the management of our social media platforms to assisting in our dissemination efforts more in general.    **Tasks and responsibilities**   * Editing of video interviews and creation of short clips based on the content of the full videos; contributing to the overall management of EFEE’s two YouTube channels * Drafting of social media posts (LinkedIn, Twitter) in cooperation with and under the supervision of the Communication Officer * Providing support in updating and managing EFEE’s website. * Supporting in gathering materials for and drafting EFEE’s monthly newsletter. * Tasks related to membership recruitment and management   This is not an exhaustive list and it may vary depending on circumstances. Additional tasks are negotiated during the internship, depending on the knowledge and talents of the intern. The Communication Trainee will operate in cooperation with and under the supervision of the Membership and Communication Officer.  **Practical details**   * The internship takes place in Brussels, preferably for six months. * We have a 38-hour work week - however, arrangements are somewhat flexible as we base our schedules on deadlines rather than on office hours. * EFEE organizes and participates in a variety of events taking place in different countries. The Communication trainee may be expected to be available to travel to these events on occasion. * The organisation covers travel expenses occurring as part of work-related activities. * **The candidate will need to have signed a Learning Agreement with his or her university prior to the beginning of the internship**. * **Please make sure to apply both through the relevant system (e.g. ErasmusIntern.org) and by sending the requested documents to the indicated contacts.** | | | | | |
| **Qualifications required:** | | | | | |
| * Bachelor’s degree on a relevant subject (international relations, political science, communication, media studies). * Being enrolled in or having recently graduated from a master’s degree programme (i.e. **being** **able to apply through the Erasmus+ programme, or having another comparable grant**from organisations such as Chambers of Commerce, aid from the Belgian Government such as Actiris International Erasmus Pro, etc.) * Strong writing skills in English. * Organisational skills and efficiency. * Proactivity, responsibility, and ability to work independently. * Knowledge of and familiarity with major social media platforms (especially Twitter, LinkedIn, and YouTube), as well as WordPress and Canva. * Experience with Adobe Premiere Pro is not initially required but is considered as an advantage.   We encourage you to apply, even if you think you “don’t tick all the boxes”! | | | | | |
| **Languages*:*** *English (minimum C1 level), some knowledge in French and other languages is appreciated* | | | | | |
| **Experience required:** None | | | | | |
| **Computer skills:** Office 365, WordPress, Canva, Dropbox, Zoom | | | | | |
| **Recruitment Process:** | | | | | |
| All interested participants are warmly invited to apply by sending a **CV (max. one page)** and a **motivation letter (max. one page)** by **Friday, 19 April 2024 COB –** however, please note that interviews will be conducted on a rolling basis so please make sure to apply as soon as possible. The ideal starting date for the selected candidate is **13 May 2024**. | | | | | |