

COMMUNICATIONS INTERNSHIP

European Federation of Education Employers

About EFEE

The **European Federation of Education Employers (EFEE)** is a dynamic European organisation that represents the interests of employers in the education and training sector. EFEE is the only organisation to be officially accredited by the **European Commission** as a **social partner** representing education employers. Together with our partners in the European Trade Union Committee for Education (ETUCE), we form the European Sectoral Social Dialogue Committee in Education (ESSDE). EFEE, therefore, 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 60 education employers and providers from 25 different European countries on all education levels: pre-school, primary and secondary education, VET and Higher Education and Research. In our work, we are tackling a wide range of fundamental topics, 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 organises 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 about our organisation and our current projects visit our **website**: <https://educationemployers.eu/>

Communications internship at EFEE

The European Federation of Education Employers is looking for a **full-time intern** to assist with the **media** and **communications** of the organisation. This involves a variety of tasks ranging from **content creation** and social media management to **website** design and maintenance.

Tasks and responsibilities

- **Manage social media**: LinkedIn, Twitter, Instagram, YouTube and Facebook. Create posts, manage engagement, help design social media campaigns...

- **Create content for social media and website:** Take photographs and videos of EFEE events, produce visual graphics for dissemination, edit videos, etc.
- **Manage website:** Continuously update with new content and take care of general website maintenance.

This is not a fixed list, and tasks may vary depending on the abilities and interests of the intern.

Technical details

- The internship will take place in **Brussels, Belgium**, for a period of **6 months to 1 year** starting no later than **September 1st 2024**.
- We have a 38-hour week (7,5 hours per day, 5 days per week).
- Work is **hybrid** alternating between home-office and at least **three office days per week**, in addition to the meetings and events that might take place each week.
- Project events often take place in different countries. The Communications intern is expected to be available to travel to these events.
- The organisation covers travel expenses in the function of work activities and other expenses incurred as part of work activities.
- The intern needs to be eligible for a **funding grant** such as **Erasmus +**, mobility grant from a **Chamber of Commerce, Eurodysey**, aid from the **Belgian Government** such as Actiris International Erasmus Pro, etc.

Qualifications required

- **Bachelor's degree** in a relevant subject (communications, public relations, journalism, marketing, international relations, political science...).
- Analytical skills to **understand European projects** and EU policy frameworks.
- **Proficiency in English** – orally and in writing (minimum C1 level – no need for official accreditation)
- Creativity, organisation skills, out-of-the-box thinking, proactivity.
- Content creation:
 - **Proficiency in multimedia creation:** including photography, video, editing, graphic design, etc.
 - **Proficiency in social media management:** all social media platforms.
- Computer skills:
 - **Proficiency** in the use of **Microsoft 365**, especially Microsoft Teams.
 - Knowledge of **website** design and management.

We encourage you to apply, even if you think you don't "tick all the boxes"!

Interested? Apply now!

Please send us your application to contact@elnenetwork.org including:

- Your **Curriculum Vitae**.
- A **motivation letter**: why are you the best candidate for this position? (1 page maximum).
- Confirmation of your **eligibility** to a **funding mechanism**: Erasmus+, Chamber of Commerce, Eurodyssey...

Without these three elements, we will not be able to consider your application.

We are accepting applications until **May 15th 2024**.