

Communications & Events traineeship

General information

Period: 15th October 2018 to 15th March 2019 (flexible)
Duration: 4-6 months
Commitment: Full-time
Financial compensation

The [European University Foundation](#) is an alliance of European universities aiming to accelerate the modernisation of the European Higher Education Area. We stand for diversity and social fairness in Higher Education and base our work on the following five pillars:

- Digital Higher Education
- Quality Mobility
- Employment & Entrepreneurship
- Active Citizenship and
- Policy Innovation

The EUF offers a Communication & Events Internship for students or recent graduates to work with our staff in our Brussels office.

Please note that an application for this internship requires you to add a portfolio of your previous work (more details below)

Main tasks and responsibilities

- Assistance with communication-related tasks such as newsletters, Social Media (Linkedin, Facebook, Twitter) and online marketing
- Graphic design for Leaflets, posters, publications and web-content
- Event management support for EUF's training activities

Required skills and experience

- Very good knowledge of written and spoken English
- Background in communication, media, graphic design or similar
- Familiar with the concepts of Social Media and online marketing (Google AdWords)

With the support of Erasmus+



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Château de Munsbach - 31, rue du Parc – L-5374 MUNSBACH

Phone: 00352 26 15 10 - Email: contact@uni-foundation.eu

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- Good knowledge of Adobe software: Photoshop, Illustrator, InDesign, Adobe Premiere/After Effects
- Precise and organised way of working
- Proficient user of Microsoft Office package and Google apps
- Capability of working in a team as well as independently

Terms and conditions

- Internship duration 4-6 months
- The Intern is encouraged to have an Erasmus+ traineeship scholarship or equal funding. The EUF is able to provide selected candidates with a top-up grant to cover the living costs.
- Our young and dynamic team offers a challenging and rewarding work environment with mentorship

Highly valued

- Experience in event management
- Knowledge in video editing and/or animation tools
- Fluency in other European languages (e.g. French, Italian, Spanish)
- Volunteer experience

To apply, please send:

- a motivation letter,
- a CV and
- examples of your work related to communication and design to

applications@uni-foundation.eu **by 30th September 2018.**

Applications received after the deadline won't be considered.

The EUF regrets that we are not able to acknowledge all applications received. Only suitable candidates will be invited for an interview.

uni-foundation.eu

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Co-funded by the
Erasmus+ Programme
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