

Open Call: Communication & Events traineeship

The **European University Foundation (EUF)** is an alliance of European Universities aiming to accelerate the modernisation of the European Higher Education Area. As a European-wide organisation, the EUF maintains comprehensive internal and external communication with its network, European institutions and stakeholders.

The EUF offers a **Communication & Events Traineeship** for students or recent graduates to work on communication projects at our Brussels office.

Main tasks and responsibilities

- Assistance with all communication-related tasks such as newsletters and web-content, community management ([LinkedIn](#), [Facebook](#), [Twitter](#)), online marketing (Google AdWords), video production and graphic design
- Event management support for EUF's training activities

Terms and conditions

- Traineeship duration 4 to 6 months
- Successful applicant should **start ideally in September 2019** (flexible)
- Financial compensation
- Commuting allowance in Brussels
- The trainee is encouraged to have an Erasmus+ traineeship scholarship or equal funding.

Required skills and experience

- Very good knowledge of written and spoken English
- Good knowledge of Adobe softwares: Photoshop, Illustrator, InDesign, Premiere
- Precise and organised way of working
- Capability of working in a (multicultural) team as well as independently
- Knowledge of SurveyMonkey and MailChimp is a plus

Highly valued

- Experience in event management
- Knowledge in photography, video editing and/or animation tools
- Fluency in other European languages

To apply, please send a motivation letter, CV and **examples of your work related to communication and design** to applications@uni-foundation.eu by **Sunday the 25th of August 2019**.

Interviews, either in Brussels or via Skype will be conducted with the shortlisted applicants. The EUF regrets that we are not able to acknowledge all applications received. Only suitable candidates will be contacted and invited for an interview.

Don't hesitate to contact us in case you have any additional questions regarding the position. For more information on EUF, please visit our website uni-foundation.eu.

With the support of Erasmus+

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The European University Foundation will collect and store your resume and contact details. We process this data for recruitment purposes only. We store this data in our internal data storage solution provided by Google, which stores data in the U.S and is fully compliant with EU data protection laws, and we will not share it with anyone else. If you submit an application, we will keep this data until our open role is filled. We cannot estimate the exact time period, but we will consider this period over when a candidate accepts our traineeship offer for the position for which we are considering you. When that period is over, we will delete your data. If you wish to access your data that we have collected, request us to delete your data, correct any inaccuracies or restrict our processing of your data, please write to contact@uni-foundation.eu. You have the right to lodge a complaint about the way we handle your data with the Commission nationale pour la protection des données or you can contact us at contact@uni-foundation.eu for more information or concerns.