# Eurofound Traineeship Description

## Job Area
**Information & Communication – Digital Production**

## Job purpose
The Communication Trainee is a member of the Information and Communication (IC) unit. Their main task will be digital content production and coordination: to assist in the production of digital outputs in line with Eurofound’s work programme. The aim is to support the process of moving from PDF-based, text-heavy publications with static images, to digitally-focused accessible content, including:
- HTML/web-based research reports with dynamic data visualisations;
- improved user experience via innovative digital storytelling techniques;
- mobile-friendly design and accessibility support.

## Main responsibilities
- **Communication**
  - Support liaison between IC teams, as required;
  - Assist reporting and evaluation efforts within the IC unit as well as in the wider organisation’s context;
  - Propose, draft and digitise content.

- **Supporting the publication production process**
  - Prepare, draft and assist in the publication production process;
  - Assist in researching, drafting and producing digital assets content for the website (and repurposed on social media);
  - Support in researching new digital storytelling trends;
  - Assist in all aspects of the organisation of meetings;
  - Suggest improvements within pre-publication guidelines, including photographic research for images.

## Desired Academic background
- University degree (required) and relevant professional qualification (desired) in areas relating to communication, digital media, graphic design, visual identity, web development, digital publishing.

## Desired Skills
- Proficient in use of creative tools such as:
  - Adobe Illustrator
  - InDesign
  - Canva
  - Data visualisation tools such as DataWrapper or Flourish;
- Strong interpersonal skills, assertive with very good ability to communicate both orally and in writing and to engage easily with a variety of stakeholders;
- Detail-oriented and results-driven;
- Flexible approach to work with positive, proactive attitude;
- Excellent language ability; fluent in English and another EU language;
- Basic familiarity with publishing processes would be an advantage;
- Basic familiarity with web content management systems an advantage;
- Excellent planning and organising skills.

## Expected learning outcomes
- To familiarise with the work of the EU Institutions and EU Agencies;
- To enhance skills and knowledge in communication sector for public institutions;
- To develop and enhance digital content development skills;
- To acquire a good understanding of the publication process;
- To become familiar with the policy areas of Eurofound’s work.