## Traineeship Description

### Job Area

**Information & Communication – Communication**

### Job purpose

The Communication Trainee is a member of the Information and Communication (IC) unit. Depending on needs of the unit and the particular skill set of the selectee, they will provide assistance with (list is neither exhaustive nor prescriptive):

- Internal communication
- Promotional activities, including social media
- Organisation and administration of Eurofound-related events (own, joint, and external events) and the Visitors programme as required;
- Preparing and seeing publications through the production process
- General support of IC unit and backup for colleagues as required.

### 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 implement content for IC Intranet pages;
- Support budget and procurement related tasks.

**Promotional activities, including social media**

- Engage in planning, implementing and evaluating promotion campaigns for publication launches/events/…;
- Assist in researching, drafting and producing (audio-visual) content for various media channels;
- Support in research, adding and connecting with new journalist contacts in online newsroom.

**Organisation and administration of Eurofound-related events (own, joint, and external events) and the Visitors programme as required**

- Assist with the organisation of events carried out under the remit of the I&C-based events management office;
- Events preparation including programme development and production, translations, invitations (through CRM), conference packs and associated documentation;
- Organisation and management of exhibition stands as necessary;
- Coordination of input for presentations at events, website information packages, audio-visual material;
- Events administration and follow up evaluation.

**Preparing and seeing publications through the production process**

- Prepare publications for processing: reviewing and updating schedules for publications, checking publications and suggesting improvements against pre-publication guidelines, photographic research for images;
- Assisting the Publications team during the production process:
reviewing aspects of publications and making specific changes, cross-checking between versions as publications are processed, formatting Word documents according to guidelines, reviewing publication PDFs.

**General support of IC unit and backup for colleagues as required**
- Help where required

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<tr>
<th>Desired Academic background</th>
<th>University degree and relevant professional qualification in areas relating to communication, media (relations), marketing, event organisation/administration, publishing.</th>
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<tr>
<td>Desired Skills</td>
<td>Very good IT skills – particularly in Word, Excel and Outlook; Excellent administration, planning and organising skills; Digital marketing and social media skills; Strong interpersonal skills, assertive and very good ability to communicate both orally and in writing and 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; Excellent planning and organising skills; Detail orientated;</td>
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<td>Expected learning outcomes</td>
<td>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 administrative skills; To acquire a good understanding of the publication process; To become familiar with the policy areas of Eurofound’s work.</td>
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