



## **EUI REMUNERATED TRAINEESHIP OPPORTUNITY**

### **Communications and Online Training Trainee at the Schuman Centre**

The [Robert Schuman Centre](#) of the [European University Institute](#) based in Florence, Italy, is looking for an enthusiastic trainee for a maximum period of 12 months. The traineeship will focus on acquiring skills in the field of communication and online training by creating, producing and managing high-quality content for broad dissemination channels, and on other communication-related activities aimed to supporting the research carried out at the Centre.

#### **The Robert Schuman Centre**

The Robert Schuman Centre for Advanced Studies (RSCAS) is an inter-disciplinary research centre at the heart of the European University Institute (EUI). It was established in 1992 to complement the four EUI disciplinary departments (Economics, History and Civilization, Law, Political and Social Sciences) with the vocation of being involved in both basic and policy research, collaborating with other centres of excellence in Europe, providing opportunities for young scholars and promoting dialogue with the world of practice. The goal of the Centre is to maintain an environment and support structure that fosters intellectual curiosity and excellent research. The research agenda of the Centre is currently guided by three major themes: Integration, Governance and Democracy; Regulating Markets and Governing Money; and 21st Century World Politics and Europe.

#### **The Florence School of Regulation (FSR)**

The Florence School of Regulation (FSR) is a centre of excellence for independent discussion and knowledge exchange with the purpose of improving the quality of regulation and policy in Europe and worldwide. Institutionally, the Florence School of Regulation sits as a program of the Robert Schuman Centre for Advanced Studies of the European University Institute.

The trainee will be part of the FSR online training team of the Robert Schuman Centre. The team is in charge of the creation and implementation of the communication and dissemination strategy of the FSR, as well as all online training activities. The trainee would work mainly with the Online Team Coordinator, who provides professional support and expertise for the production and dissemination of written and visual content for both communication and training purposes.

#### **The position**

Under the supervision of the Communication Specialist of the Centre, you will support in communication activities by contributing to:

- Assist the FSR team in the development and implementation of the communication strategy targeting stakeholders in the energy regulation field;
- Create, edit and update various content for the FSR website and FSR social media;
- Work with the development and facilitation of the FSR online courses, using a dedicated online platform;
- Assist the team in the organization and implementation of the FSR online events;

- Design of different communication and dissemination materials: infographics, banners, flyers, policy documents and other publications;
- Take active part in the communication related activities of the RSCAS.
- Social media activities, including data monitoring and analytics and the use of integrated planning tools;
- Live tweeting during online and on-site events as well as occasional photography and involvement in producing videos and podcasts;
- Drafting and mailing the FSR weekly newsletter;
- Occasional support to specific projects in their dissemination activities, depending on the needs.

### **What you will gain**

- One year working experience in the dynamic Online Team of a research centre that is part of a prestigious International Organisation;
- A unique hands-on experience on a broad range of comms and online training activities;
- The possibility to attend training courses and day-to-day coaching;
- A stimulating environment to develop yourself to become a communications and online training officer.

We are looking for:

### **Specific competencies**

- Degree in communications, design, journalism or similar
- Excellent written and oral communication skills, with a high standard of spoken and written English;
- Previous experience in the field of communication, including writing for the web, CMS and familiarity with digital marketing tools;
- Strong multi-tasking and organisational skills, as well as the ability to work in a team
- Familiarity with standard tools such as Word, Excel, Outlook and PowerPoint, as well as with social media tools, e.g. Buffer, Loomly, Hootsuite.

### **Advantageous**

- Experience in working with international teams
- Knowledge of Wordpress, HTML and CSS.

### **Type and duration, place of work**

- Up to maximum 12 months, the first 3 months of which constitute a trial period
- Full-time (Monday to Friday)
- Start of the traineeship: 16 April 2021 (if possible)
- Place of work is Florence

### Conditions for Eligibility

Candidates must:

- a. Be nationals of a European Union member state, or of a candidate country which benefits from a pre-accession strategy; AND
- b. Be studying for a first (post-secondary education) degree and be in the process of obtaining the qualification; OR
- c. Be involved in a vocational training programme; OR
- d. Have obtained the above (B or C) qualification, no longer than 18 months prior to the beginning of the traineeship.

All rules governing the traineeship refer to the [President's Decision no.39/2013](#).

**IMPORTANT:** Please note that persons who do not meet the conditions above should not apply and may not receive any response if they choose to do so.

### Benefits

- Maintenance grant of 1.350 Euros per month;
- A discount of 40% for one lunch per day at the EUI canteen;
- Remunerated trainees recruited from outside Florence are entitled to reimbursement of travel expenses actually incurred at the beginning and the end of the traineeship;
- Language courses;
- Access to EUI facilities: Library, PC Rooms, Cafeteria, Gym, Participation in Public Seminars and Workshops, Trainings.

### How to apply

Fill in the [online application form](#) and upload documents as requested. Only applications submitted through the online application form will be accepted. Your application will be considered successfully submitted once you receive an automatic email confirmation.

**Deadline for applications: Sunday 17 January 2021 Midnight (Florence time)**

For more information on traineeships, please visit the EUI webpage:

<https://www.eui.eu/About/JobOpportunities/Traineeships>

EUI general information: [www.eui.eu](http://www.eui.eu)

Should you experience any technical issues with the system, please send an email to:

[Traineeships@EUI.eu](mailto:Traineeships@EUI.eu)

Human Resources Service

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