



EUI REMUNERATED TRAINEESHIP OPPORTUNITY

POSITION AVAILABLE: Online Event Logistics Trainee

The [Communications Service](#) of the [European University Institute](#), based near Florence (Italy), is looking for an **Online Event Logistics Trainee** to work on the 2021 online edition of the high-level annual conference [The State of the Union](#). Tasks of the role will include:

- Assist the conference team in all tasks related to the event's organisation:
 - Update database contacts;
 - Assist with marketing and communications campaigns;
 - Draft invitation letters and visit programmes;
 - Support invitation and registration workflows;
 - Carry out online research for speaker bios and audience diversification;
 - Draft written content for the website, online platform and social media;
 - Support web and graphic designers to achieve visual deliverables including web pages, infographics and the final report;
 - Assist with the coordination of virtual booth assets for partners.
- Support the conference's internal stakeholders:
 - Keep internal stakeholders informed on timelines, technical information, guidelines and conference schedules;
 - Liaise between panel convenors' assistants and the SOU Secretariat.
- Support coordination and liaison with conference partners and external suppliers including platform, audio-visual, and production teams.

Type and Duration

- 3 months (which will also serve as probationary period) extendable up to 6 months in total;
- Full time (Monday to Friday);
- Start of the traineeship: **16 January 2021.**

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. Nationals of non-member States will be considered only if no other suitable candidate can be selected.

AND

- B) Are studying for a first (post-secondary education) degree and are in the process of obtaining the qualification; OR
C) Are 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 applicants who do not meet the conditions above should not apply and may not receive any response if they choose to do so.

Requirements:

- Excellent knowledge of English, both verbal and written (at least C1 on the European Framework of Reference for Languages);
- Excellent writing skills;
- Very good knowledge of the Windows Office package, in particular Word, Excel and Outlook;
- Experience working with contact databases, especially Microsoft Dynamics 365 (CRM);
- Experience using WordPress;
- Good time management, team work, organisational skills and resilience in the run-up to a busy event;
- Detail oriented and proactive;
- University degree in a field relevant to the post. Applicants with a degree in Communications or Digital Events Management and/or proven work experience organising online events are encouraged to apply;

Advantageous:

- Good knowledge of Italian both verbal and written (level B2 on the European Framework of Reference for Languages);
- Knowledge of online event platforms and/or experience working on large, high-level events;
- Experience working on social media and communication campaigns;
- Experience using analytics for reporting;
- Knowledge of coding languages (such as HTML, PHP; Python);
- An interest in politics and international relations.

Benefits

- A maintenance grant of **1.350** Euros per month;
- A discount of 40 per cent for one lunch per day at the EUI canteen;
- A remunerated trainee who is recruited from outside Florence is entitled to reimbursement of travel expenses actually incurred at the beginning and the end of the traineeship;
- Access to EUI facilities: Library, PC Rooms, Language Centre, Cafeteria, Gym, Participation in Public Seminars and Workshops.

TO APPLY:

Please send:

- a) CV (English);
- b) Cover letter (English);

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 applying: Monday 7 December 2020 at 24:00 CET.

Should you experience any technical issues with the system, please send an email to: Traineeships@EUI.eu

For more information on traineeships at the EUI:

<http://www.eui.eu/ServicesAndAdmin/CommunicationsService/Traineeships.aspx>

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

Communications Service

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