

EUI REMUNERATED TRAINEESHIP OPPORTUNITY

POSITION AVAILABLE: **Communication and Event Logistics Trainee**

The [Communications Service](#) of the [European University Institute](#), based near Florence (Italy), is looking for a **Communication and Event Logistics Trainee** to work on the 2022 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:
 - General logistics support (booking venues, arrange logistics for speakers and the audience);
 - Draft invitation letters and personal programmes;
 - Support the conference's registration process;
 - Online research (e.g. partners, speakers and audience diversification);
 - On-site assistance during the event;
 - Support to run conference digital platforms;
 - Assist with general office management tasks.

- Support the event's communication strategy:
 - Update database contacts;
 - Assist with marketing and communications campaigns;
 - Draft written content for the website, online platform and social media;
 - Support the event's website maintenance;
 - Support the external communication (local and international partners, speakers, suppliers);
 - Support the internal communication;
 - Support the production of the final report.

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 2022**.

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) 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:

- University degree in a field relevant to the post. Applicants with a degree in Communications or Events Management and/or proven work experience organising online events are encouraged to apply;
- Excellent knowledge of English, both verbal and written (CEFR level: C1 or above);
- Excellent editing skills;
- Experience working with digital event platforms;
- Very good knowledge of the Windows Office package, in particular Word, Excel and Outlook;
- Experience working with contact databases (e.g. 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.

Advantageous:

- Good knowledge of Italian both verbal and written (CEFR level: B2 or above);
- Experience working on large, high-level hybrid events;
- An interest in politics and international relations;
- Experience working on social media and communication campaigns;
- Experience using analytics for reporting;
- Knowledge of coding languages (such as HTML, PHP; Python).

Benefits:

- Maintenance grants of **1.365 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](#), Reading Rooms, [Language Centre](#), Cafeterias and Canteens, Participations in the [Extracurricular Activities](#) and the [Public Seminars and Workshops](#).

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.

Please send a CV and a cover letter (in English), to be uploaded in the application form as one single file.

Deadline for applying: Tuesday 30 November 2021 at 23:59 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:
<https://www.eui.eu/About/JobOpportunities/Traineeships>

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