

EUI REMUNERATED TRAINEESHIP OPPORTUNITY

Communications Trainee

The [Communications Service](#) of the [European University Institute](#), based near Florence (Italy), is seeking a **Communications Trainee** to actively support the Institute's daily editorial activities, including online news production, internal and external newsletters, social media outreach, and press relations. The trainee will have the opportunity to work with and learn from a team of communications professionals, who collectively contribute to developing innovative ways of increasing the visibility of the Institute's activities to multiple audiences.

Main tasks:

- Support in conducting interviews and drafting and/or editing texts for internal and external online communications (website news, newsletters);
- Supporting the production of social media messaging in daily outreach and targeted campaigns;
- Publishing content on the website, in newsletters, and on social media, using dedicated tools;
- Supporting media relations and collecting daily press mentions;
- Occasional photography and involvement in producing videos and podcasts;
- Contributing to ideas and perspectives in team meetings and brainstormings.

Type and duration:

- 12 months (three of which will serve as probationary period);
- Full time (Monday to Friday);
- Desired start of the traineeship: 1 December 2022.

Conditions for eligibility:

Candidates must:

- Be nationals of a European Union member state, or of a candidate country which benefits from a pre-accession strategy. In accordance with [President's Decision no.10/2022](#), Ukrainian nationals are also eligible to apply;

AND

- Be studying for a first (post-secondary education) degree and be in the process of obtaining the qualification; OR
- Be involved in a vocational training programme; OR
- Have obtained the above qualification no longer than 18 months prior to the beginning of the traineeship;

AND

- Have a good knowledge of one of the EUI's official languages and a satisfactory knowledge of another language, taking into account that English, French and Italian are the main working languages at the Institute.

All rules governing the traineeship refer to the [President's Decision no.39/2013](#) and [President's Decision no.10/2022](#).

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

Required qualifications:

- Proven experience in interviewing (listening and speaking), writing, and editing skills;
- Experience with social media content production and outreach (Facebook, Twitter, Instagram, LinkedIn, YouTube);
- Time management and organisational skills, with the ability to handle multiple tasks, people, and projects in a balanced way.

Advantageous:

- Degree in communications or journalism and/or proven work experience in these fields;
- Experience in an international, diverse environment;
- Experience in web editing, using a content management system (CMS);
- Skills in photography, video and podcast editing/production;
- Personal interest in and awareness of European issues and affairs as evidenced by previous study or published work.

Benefits:

- Maintenance grants of **1.420 euros** per month;
- A discount of 40% 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](#).

Candidates invited to the interview may also be assessed for the following competencies:

All staff at the EUI share the following competencies:

- Ethics and integrity
- Working in a multicultural environment
- Accountability
- Delivering quality and results

Competencies related to the Service:

- Initiative/proactivity
- Resilience
- Multitasking

- Interpersonal skills
- Adaptability
- Creativity and innovation

Competencies specific to the post:

- Communications skills
- Knowledge – IT (e.g. CMS, CRM, social media channels, image-editing software, etc.)
- Technological awareness

TO APPLY:

Please fill in the [online application form](#) and **upload a full CV and a cover letter in English**. 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: Sunday, 9 October 2022 at 24:00 CET

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

Please note that only candidates who are invited for an interview will receive a feedback from the EUI. If you do not hear from us, you can assume your application has not been successful on this occasion, but please note you are welcome to apply for any other future vacancy of your interest.

For more information on traineeships at the EUI:
<https://www.eui.eu/About/JobOpportunities/Traineeships>

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