

EUI REMUNERATED TRAINEESHIP OPPORTUNITY

POSITION AVAILABLE: **Marketing and Database Trainee**

The [Communications Service](#) of the [European University Institute](#), an international organisation based near Florence (Italy), is looking for a **Marketing and Database Trainee** to assist the Service with the maintenance and development of the Institutional Contacts Database.

Main tasks of the role include:

- Update the EUI Database of institutional contacts kept in a CRM (Contacts Relationship Management), Dynamics 365;
- Support the training of other CRM users across the Institute;
- Contribute ideas to help improve data quality and CRM users practices;
- Support in the planning and execution of effective digital marketing campaigns;
- Support in the monitoring, analysing and reporting on the performance of customer journeys and digital marketing campaigns;
- Collaborate with EUI designers, communications and marketing professionals on large- and small-scale marketing projects (e.g. email campaigns and landing pages).

Type and Duration

- 3 months (which will also serve as probationary period) extendable up to 12 months in total;
- Full time (Monday to Friday);
- Desired start of the traineeship: **16 May 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) 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;
- E) 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](#)

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 or first (post-secondary education) degree in a field relevant to the post;
- Good knowledge of CRM software. Specific knowledge about Dynamics 365 a plus;
- Good knowledge of the Windows Office package;
- Excellent knowledge of English both verbal and written (CEFR level: C1 or above);
- Good project and time management skills;
- Ability to work with little supervision, delivering quality and results.

Advantageous:

- Relevant experience working with Marketing and Database development and/or management;
- Knowledge of Italian, both verbal and written (CEFR level: B2 or above);
- Good knowledge of Adobe Creative Suite;
- Knowledge of social media and communication campaigns;
- Good knowledge of WordPress or other Content Management System.

Candidates invited to the interview may also be assessed against the following competencies.

Competencies related to the Service:

- Initiative/Proactivity
- Resilience
- Multitasking
- Interpersonal Skills
- Adaptability
- Creativity & Innovation

Competencies specific to the post:

- Knowledge IT (mastery)
- Technological Awareness
- Project and Task Management
- Problem Solving
- Delivering Quality and Results
- Stakeholders Orientation

Benefits

- Maintenance grants of **1.380 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 the 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](#).

TO APPLY:

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: Thursday 31 March 2022 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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