

EUI REMUNERATED TRAINEESHIP OPPORTUNITY

The European University Institute (EUI) at a glance:

- an international organisation set up in 1972;
- a research university focusing exclusively on post-graduate, doctoral and postdoctoral studies, and advanced research;
- located in the hills overlooking the city of Florence, Italy.

The EUI also hosts the [Historical Archives of the European Union](#).

COMMUNICATIONS TRAINEES

The [Communications Service](#) of the [European University Institute](#), based near Florence (Italy), is seeking to recruit two **Communications Trainees** to actively support the Institute's daily editorial activities, including online news production, internal and external newsletters, social media outreach, press relations, as well as communications for the flagship conference [The State of the Union](#) (SOU). The trainees 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.

The trainee, under the supervision of EUI relevant staff members, will have to contribute to the work of the Communications Service and will be assigned the following tasks:

- 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;
- Supporting communications and marking activities for The State of the Union Conference;
- Occasional photography and involvement in producing videos and podcasts;
- Contributing ideas and perspectives in team meetings and brainstormings.

Type and Duration

- One position for 12 months to support the Editorial Team;
- One position for 6 months to support the Events Team (SOU Conference);
- Full time (Monday to Friday; 8 hours/day)
- Foreseen start of the traineeship: **1 February 2024**

Conditions for Eligibility

Candidates must:

- Be nationals of the Member States of the European Union and of candidate countries benefiting from a pre-accession strategy. However, a limited number of nationals of non-Member States may be accepted on the basis of a specific agreement of the Secretary General and according to available resources. Under exceptional circumstances, specific traineeships can be made available solely to nationals of specific States, including EU and non-EU States; In accordance with [President's Decision no. 40/2023](#), Ukrainian nationals are also eligible to apply;

AND

- Have completed the first cycle of university studies and obtained a full degree or its equivalent by the closing date for applications. The minimum national qualifications required by the legislation in the country where the diploma was obtained are available [here](#).
- Have obtained their last university diploma no longer than three years prior to the deadline for applications. The three years rule is not applicable for trainees enrolled in further university studies at the moment of their application for the traineeship at the EUI.

AND

- Have a good knowledge of English (CEFR level: B2 or above), and a satisfactory knowledge of another language of the European Union to the extent necessary to carry out the duties to be performed. .

All rules governing the traineeship refer to the [President's Decision no. 16/2023](#) 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.

Qualifications required:

- Excellent interviewing (listening and speaking), writing, and editing skills;
- Experience with or knowledge of 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.

Competencies required:

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

See EUI's competency library available [here](#)

Benefits

- Maintenance grants of **1.360 Euros** per month;
- Upon presentation of the proper justification, trainees with disabilities may receive a supplement to their grant equal to a maximum of 50% of the amount of the grant;
- Trainees are entitled to a discount in the EUI canteen. The exact amount of the discount is indicated on the website of the EUI;
- 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 up to the ceiling defined on the website of the EUI. NB: Trainees whose place of recruitment is less than 50 km from the place of employment are not entitled to a travel allowance;
- 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 documents (CV, cover letter) 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.

Application deadline: Wednesday 22 November 2023 at 23:59 CET

Should you have difficulties in sending your application, please send an email to the following e-mail address: Traineeships@EUI.eu

Please note only candidates invited for interviews will receive information on the selection status from the EUI.

For more information on traineeships at the EUI visit the [webpage](#).

Communications Service European University Institute

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