

## Eurofound Traineeship Description

<b>Job Area</b>	<b>Information &amp; Communication – Digital Production</b>
<b>Job purpose</b>	<p>The Communication Trainee is a member of the Information and Communication (IC) unit. Their main task will be digital content production and coordination: to assist in the production of digital outputs in line with Eurofound’s work programme. The aim is to support the process of moving from PDF-based, text-heavy publications with static images, to digitally-focused accessible content, including:</p> <ul style="list-style-type: none"> <li>• HTML/web-based research reports with dynamic data visualisations;</li> <li>• improved user experience via innovate digital storytelling techniques;</li> <li>• mobile-friendly design and accessibility support.</li> </ul>
<b>Main responsibilities</b>	<p><i>Communication</i></p> <ul style="list-style-type: none"> <li>• Support liaison between IC teams, as required;</li> <li>• Assist reporting and evaluation efforts within the IC unit as well as in the wider organisation’s context;</li> <li>• Propose, draft and digitise content.</li> </ul> <p><i>Supporting the publication production process</i></p> <ul style="list-style-type: none"> <li>• Prepare, draft and assist in the publication production process;</li> <li>• Assist in researching, drafting and producing digital assets content for the website (and repurposed on social media);</li> <li>• Support in researching new digital storytelling trends;</li> <li>• Assist in all aspects of the organisation of meetings;</li> <li>• Suggest improvements within pre-publication guidelines, including photographic research for images.</li> </ul>
<b>Desired Academic background</b>	University degree (required) and relevant professional qualification (desired) in areas relating to communication, digital media, graphic design, visual identity, web development, digital publishing.
<b>Desired Skills</b>	<ul style="list-style-type: none"> <li>• Proficient in use of creative tools such as: <ul style="list-style-type: none"> <li>○ Adobe Illustrator</li> <li>○ InDesign</li> <li>○ Canva</li> <li>○ Data visualisation tools such as DataWrapper or Flourish;</li> </ul> </li> <li>• Strong interpersonal skills, assertive with very good ability to communicate both orally and in writing and to engage easily with a variety of stakeholders;</li> <li>• Detail-oriented and results-driven;</li> <li>• Flexible approach to work with positive, proactive attitude;</li> <li>• Excellent language ability; fluent in English and another EU language;</li> <li>• Basic familiarity with publishing processes would be an advantage;</li> <li>• Basic familiarity with web content management systems an advantage;</li> <li>• Excellent planning and organising skills.</li> </ul>
<b>Expected learning outcomes</b>	<ul style="list-style-type: none"> <li>• To familiarise with the work of the EU Institutions and EU Agencies;</li> <li>• To enhance skills and knowledge in communication sector for public institutions;</li> <li>• To develop and enhance digital content development skills;</li> <li>• To acquire a good understanding of the publication process;</li> <li>• To become familiar with the policy areas of Eurofound’s work.</li> </ul>