



**2021-IPR-H-000-018208**

**External Communication**

**Position for:**

Trainee

As the science and knowledge service of the Commission, the mission of Joint Research Centre is to support EU policies with independent evidence throughout the whole policy cycle.

The JRC is located in 5 Member States (Belgium, Germany, Italy, the Netherlands and Spain). Further information is available at: <http://www.jrc.ec.europa.eu>

**Short description of activity:**

The Knowledge Management, Methodologies, Communities and Dissemination Unit of the Directorate for Knowledge Management is looking for a trainee to provide assistance under the responsibility of the project officer in H2 to support the Education for Climate Coalition project with communication tasks. He/She will contribute to the development of communication tools for the JRC, aiming at better communicating our role as the European Commissions' science and knowledge service.

The role of the trainee will be:

- Provide mapping and communications support to the project and internal teams
- Draft and edit key messages and web content
- Update databases and stakeholders lists specific to ongoing initiatives
- Prepare presentations and reports
- Support with the organisation of events.

**Qualifications:**

**Essential:**

- a degree in a relevant topic, such as communication science;
- good writing and oral communication skills and assertiveness, as well a problem solving attitude;
- good level of English (B2).

**Advantage:**

	<p>-Relevant experience in supporting communication strategies and drafting of relevant key messages for a variety of platforms will be considered an asset.</p> <p>- The knowledge of other EU languages will be considered an advantage.</p> <p>- Experience with community management will be considered an advantage.</p> <p><b><u>For general eligibility requirements, please read the rules governing the traineeship scheme of the JRC:</u></b></p> <p><a href="https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/jrc-trainees">https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/jrc-trainees</a></p>
<b>Institute/Directorate</b>	Directorate H
<b>Unit</b>	H.2 Knowledge Management  Knowledge Management Methodologies, Communities and Dissemination
<b>Indicative duration</b>	5 months
<b>Preferred starting date</b>	As soon as possible
<b>JRC Site</b>	Ispra
<b>Country</b>	Italy
<b><u>JRC contact details</u></b>	<b>For any technical problems with your application, please contact:</b> <a href="mailto:HR-AMC8-RECRUITMENT-TOOLS-SUPPORT@ec.europa.eu">HR-AMC8-RECRUITMENT-TOOLS-SUPPORT@ec.europa.eu</a>