



2017-IPR-H-000-8968

**Event Organising to communicate on
Science for Policy**

<p>Position for:</p> <p>Trainee</p>	<p>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.</p> <p>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</p> <p><u>Short description of activity:</u></p> <p>The Thematic coordination Unit of the Directorate for Knowledge Management is looking for a trainee to work with the Event Organising team of the unit. He/She will contribute to the organisation of corporate and local events, aiming at better communicating our role as the European Commissions' science and knowledge service.</p> <p>The role of the trainee will be, under supervision of the Traineeship adviser:</p> <ul style="list-style-type: none">• Support with organisation and logistics for corporate JRC events and conferences• Liaise with suppliers and service providers to ensure delivery of material• Organise shipment of communications materials to events as needed• Ensure presence at corporate stands as appropriate• Usage of informatics tools <p><u>Qualifications:</u> <u>Essential:</u></p> <p>- a degree in a relevant topic such as communication sciences</p>
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	<p>- good writing and oral communication skills and assertiveness, as well a problem solving attitude;</p> <p>- good level of English (B2)</p> <p><u>Advantage:</u></p> <p>Relevant experience in event management</p> <p>Knowledge of Italian is an asset.</p> <p><u>For general eligibility requirements, please read the rules governing the traineeship scheme of the JRC:</u></p> <p>https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/jrc-trainees</p>
Institute/Directorate Unit	Knowledge Management Thematic Coordination
Indicative duration Preferred starting date	5 months As soon as possible
JRC Site Country	Ispra Italy
<u>JRC contact details</u>	For any technical problems with your application, please contact: JRC-ESRA@ec.europa.eu