

COMMUNICATIONS AND EVENTS ASSISTANT (5 MONTHS PAID INTERNSHIP)

EURASHE is the European Association of Institutions in Higher Education that offer professionally orientated programmes and are engaged in applied and profession-related research within the Bologna cycles.

Our primary goal is to represent the interests of professional higher education and to provide our members with a platform for communication, information and exchange of views, with a focus on issues relevant to the future development of higher education.

We also have been developing and running a number of international projects in line with our priorities which address the role and mission of professional higher education, innovative learning and teaching including various approaches to work-based learning, quality of higher education, applied research and role of higher education in regional development.

ROLE

EURASHE is looking for a Communications and Events Assistant (intern) for a full-time position (38 hours/week) to join its Secretariat as soon as possible.

We look for a creative thinker who is passionate about communications, social media, developing various events and keen to contribute to the success of our Association.

The Communications and Events assistant (intern) will closely cooperate with and under the responsibility of the Communications and Events Officer and relevant policy officers within a relatively small, active team on a variety of tasks. The job requires a fair amount of flexibility, creativity, autonomy and positive attitude to tasks.

WHAT YOU WILL DO AT EURASHE:

- Assist with communication-related tasks such as newsletter and Social Media channels (LinkedIn, Facebook, Twitter)
- Support the day-to-day activities including maintaining and updating website, a preparation of publications, monitoring national and international developments
- Develop content and communication materials, social media graphics
- Help with the development and implementation of communication strategy and social media activity plan
- Assist in organizing annual conferences, seminars, peer-learning events, internal meetings, etc.
- Update databases of members, partners and relevant target groups
- Interact with external partners
- Support policy officers with management and reporting of our projects (if needed)

PROFILE

MUST-HAVES:

- A higher education degree (recent student)
- Strong writing and editing skills and experience in writing promotional texts in English

- Near-native command of English, both spoken and written; working knowledge of other languages is an asset
- Strong social media management skills and interest in its trends
- Understanding of EU decision making processes and institutions
- CMS website editing skills (WordPress, Joomla, etc.)
- Good knowledge of office software and any graphic design programmes (e.g. InDesign or online tools such as Canva)
- Good communication, organisational, interpersonal skills within a multinational environment
- Active and creative approach to tasks
- Ability to work on deadlines and independently, flexibility and accuracy

NICE-TO-HAVES:

- Previous experience in communication, information management, organising events and/or running projects;
- Ability to shoot and edit videos or interest to self-learn it how to do it;
- Sense of humour
- To start as soon as possible

WHAT WE WILL OFFER TO YOU

- Monthly remuneration (+/-1150 euro net)
- Ability to implement your ideas in various communications projects and learn about higher education field
- Very friendly working environment: at EURASHE we value mutual respect, teamwork and diversity
- Opportunity to network and be a part of our activities and events

APPLICATION PROCEDURE

Please send your application in English (**1 page cover letter, 2 pages CV max. indicating a possible start date**) addressed to Michal Karpíšek Secretary General of EURASHE, by e-mail to **Dovile.Sandaraitė@eurashe.eu** with a subject line "Application – Communications and Events assistant" by **19 of October 2018 (5 p.m. CET)**.

Early applications are encouraged, as we will go through them as they come and can contact suitable candidates before the application deadline.

More information on EURASHE: www.eurashe.eu