



TRAINEESHIP AT CEDEFOP

Would you like to gain professional experience in an international environment?

Cedefop, the EU Agency based in Thessaloniki, offers a 9-month traineeship starting on 01/10/20176.

WHAT THE TRAINEESHIP IS ABOUT	
Department / Service	Department of learning and employability, DLE Project: Early leaving from education and training
Project description	The main tasks will be twofold: As a graphic/web designer s/h assists in testing the user-friendliness of Cedefop's new electronic toolkit on early leaving (databases, features) and proposes improvements. As a web content correspondent s/he assists in generating content for Cedefop's webportal and social media and helps to raise awareness about the early leaving project results.
Project outputs / outcomes	<ul style="list-style-type: none">• Increased visibility and improved content of early leaving project results and databases;• The electronic Toolkit is functional and follows logical standards for searching, navigating, displaying information, etc.
The trainee's main duties and tasks	The trainee is expected to: <ul style="list-style-type: none">• Support dissemination and communication of the early leaving project's results and outputs;• Maintain and update the project website content on Cedefop webportal;• Improve the electronic toolkit• Assist to increase visibility of the project's products and events;
Expected learning outcomes	<ul style="list-style-type: none">• Gain experience in using web content management systems and improve competences in developing web content including databases for the web;• Gain expertise in data handling and in data analysis;• Participate in projects that have agency-wide implication, and opportunity to work with colleagues from many departments/services;• Improve knowledge about VET and European

	policy background; <ul style="list-style-type: none"> • Work experience in a multidisciplinary and multicultural team.
ESSENTIAL REQUIREMENTS	
Academic background	<ul style="list-style-type: none"> • Degree in Web content management, Graphic design, Communication, or related field • English C1 • IT literacy (Photoshop, html, RSS)
DESIRABLE	
Experience/exposure	<ul style="list-style-type: none"> • Experience with web communication; • Knowledge of html and web standards; • Experience with database and web development.

For further information and on-line application please visit:

<http://www.cedefop.europa.eu/EN/working-with-us/Traineeships.aspx>



Deadline for the submission of applications **22/06/2017 at 14.00 Greek time (CET+1).**

Only applications submitted on line will be accepted.