



TRAINEESHIPS 2026

DEPARTMENT FOR COMMUNICATION (DCM) PROJECT 'PUBLICATION AND DISSEMINATION OF RESEARCH OUTCOMES'

Ready to kick-start your career in an international environment?

Cedefop, the EU agency based in Thessaloniki, offers **10-month traineeships** starting on **1 October 2026**.

Apply by Tuesday 21 April 2026 at 13:00 Greek time (CET+1).

WHAT ARE THE SELECTION REQUIREMENTS?

ELIGIBILITY:

You must fulfil all the following requirements on the closing date for applications:

- Be nationals of the Member States of the European Union or be EFTA citizens.
- Have successfully completed a post-secondary education of at least 3 years (minimum EQF 6 level): this includes Bachelor's degree, Master's degree, PhD, or equivalent qualifications; obtained within 3 years by the closing date for applications.
- Have at least C1 level of English.
- Have not already benefited from any kind of traineeship or employment (formal or informal, paid or unpaid) within a European institution or body for more than 6 weeks.

ESSENTIAL PRESELECTION CRITERIA:

- One of the qualifications above in a discipline related to publishing studies, publication management, library and information science, digital humanities, heritage management, linguistics or another field relevant to the project and duties.

DESIRABLE:

- Basic knowledge of editorial/publishing workflows.
- Basic knowledge of editing PDFs.
- AI-based tools (for publishing, translating, editing, discovery tools for libraries).
- Knowledge/experience with cataloguing and metadata standards and tools (DCAT, MARC21, Dublin Core).
- Knowledge/experience with reference management tools (EndNote, Zotero, etc.).
- Knowledge/experience with accessible documents.
- Comfortable with electronic information management software.
- Computer science, Information and Web technologies & tools.

IS THIS TRAINEESHIP FOR YOU?

We offer you a unique opportunity to join our team and contribute to our projects, with the support and guidance of a dedicated supervisor throughout your traineeship.

PROJECT DESCRIPTION:

You will be part of the Department for Communication, supporting activities carried out by the Dissemination cluster, which is responsible for supporting publications production, Open Science actions, and Information services.

You will cooperate with colleagues across the Agency involved in relevant processes and should be open to acquiring additional knowledge and expertise.

MAIN DUTIES AND LEARNING OUTCOMES:

You will:

- Support the publications' production, such as formatting, editing, layout and dissemination.
- Support in implementing accessibility in documents.
- Assist in the use of reference management tools with APA 7th.
- Describe publications and datasets using metadata standards.
- Produce and edit PDF files.
- Support in responding to information requests such as searching for specialised bibliography or obtaining articles/books.
- Collect statistics to identify areas for improvement.
- Participate in keywords mapping.
- Explore AI in daily tasks or AI-based information tools.