

TRAINEESHIP PROFILE

COMMUNICATION AND PROMOTION UNIT- COMMUNICATION (CPU-COMM)

Description of the work

The trainee will provide support in the Communication and Promotion Unit (CPU) and carry out communication tasks to ensure the effective implementation of the EU-OSHA's (and Healthy Workplaces Campaign - HWC) editorial, promotion, communication, press office and ICT/Web related activities.

Reporting to one of the CPU coordinators responsible for the agency's promotion, communication, campaigning and ICT/Web activities, the trainee may be called on to assist in the following tasks:

- Planning, briefing, editing and approval of editorial content (press releases, articles, speeches, web content, social media, etc.).
- Handling of media enquiries, delivering media content (using existing web-based platform) and maintaining relations with campaign media partners.
- Recruitment, management and follow-up of Healthy Workplace Campaign official partners.
- Follow-up of the agency's support scheme for national Focal Points (called FAST) and promotion of the FAST activities.
- Organisation of (campaign) events, media encounters, from invitation management to final implementation and reporting.
- Multilingual publishing activities and distribution
- Management of media and social media monitoring activities.
- Support in the planning and coordination of Web and ICT projects.
- Attend selected meetings/events (both in EU-OSHA premises and beyond) and provide necessary support to coordinators/project managers, from preparation of power point presentations to drafting minutes, etc.

The trainee will have the possibility to participate in a number of meetings with the objective of learning how the Agency works and interacts with its stakeholders.

A study visit to Brussels and/or Luxembourg is envisaged. Such study visit will be considered as a mission, and for its reimbursement the relevant provisions applicable to EU-OSHA will apply.