

## **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 and press office related activities.

Reporting to one of the CPU coordinators responsible for the agency's promotion, communication and campaigning 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.
- 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.