



Vacancy announcement

Communication Trainee (internship)

The Consortium of European Social Science Data Archives (CESSDA) is a European Research Infrastructure Consortium (ERIC), and a pan-European distributed research infrastructure that provides large scale, integrated and sustainable data services to the social sciences. The Main Office is located in Bergen, Norway, and coordinates the cooperation between Data Service Providers from member and aspiring member countries in Europe: cessda.eu.

CESSDA ERIC is now seeking to recruit a

COMMUNICATION TRAINEE

Job title	Communication Trainee
Contract duration	6 months maximum
Hours	At least a 60% position
Responsible to	Senior Communication Officer
Purpose of the job	Assisting in a broad range of communication tasks (social media, website maintenance & content, visuals, newsletter, project promotion, etc.)
Location	Home office (online), based in Bergen, with 1-3 days on site per week

Tasks

- Social media: general maintenance work of our social media channels
- Infographics: suggest & design infographics for social media & the annual report
- Website maintenance: website updates (annual work plans, consortium pages, projects, events, etc.)
- Newsletter: contributing to, checking, advising, promoting
- News & Events: gathering, drafting, proofreading, supporting, promoting



- Videos: support in making, advising & promoting (desirable but not compulsory)
- Projects: project-related promotion (on CESSDA website & via our social media channels)
- Annual report: gathering & drafting content, following-up with authors and proofreading
- Other communications tasks if required.

Experience

- Current bachelor or master student or recent graduate (in Bergen) in social sciences, humanities, political science or communication and media studies
- Comfortable using & managing social media channels (Twitter, LinkedIn, YouTube, Facebook)
- High-quality written materials in English
- Experience with visual graphics and videos is a plus
- International and intercultural work experience is an added benefit.

Skills

- Excellent English language skills (written & spoken)
- Strong communications skills
- A proactive approach to work
- Sociable attitude
- Ability to handle a varied range of tasks and a variable workload.

Practical information

- Home office with regular online contact, possibility of 1-3 days per week in the office (following national and local sanitary recommendations)
- CESSDA's working language is English.
- Another European language is a plus.
- Salary to be negotiated.
- We follow the Norwegian Working Environment Act.

Application process

To apply, please send your CV or resumé and a short motivation letter (1 page) to eleonor.smith@cessda.eu. All documentation should be in English.

Interviews of shortlisted candidates will be held online.

Expected start: Autumn 2021.

Contact: Senior Communication Officer, eleonor.smith@cessda.eu, +47 406 20 367.