

## Euroclio

Deze organisatie houdt zich voornamelijk bezig met het organiseren van internationale conferenties in alle hoeken van Europa en dient als een kenniscentrum voor Europees geschiedenisonderwijs. Periode: doorlopend, in overleg

Euroclio ([www.euroclio.eu](http://www.euroclio.eu)) offers university students in the final stage of their bachelor degree or in their master degree the opportunity to enrich their knowledge with the practical experience of working for an international NGO in the field of History Education. In the past years enthusiastic students from the Netherlands, as well as from France, Greece, Italy and Poland have worked as trainees for a period of 3 up to 6 months at the Euroclio Secretariat in The Hague.

The Euroclio Secretariat in The Hague is a small working environment, where 7 people (not including trainees) work to maintain the network of history education institutes, history educators, universities and other (non)governmental organs and manage the running EUROCLIO projects across Europe. The Secretariat work includes writing project proposals and reports, organizing activities, meetings and the yearly conference, and dissemination of information through the website, bulletin and events. The experience of the staff, combined with the contribution of universities and institutes from across Europe, makes the Secretariat a centre of knowledge for History Education in Europe.

As a trainee, you will learn all about the world of an international NGO or INGO. You will get in touch with different institutions, donors and funding organs, international associations and learn about the importance of networking, organizing and reporting. The tasks of a trainee vary according to the ongoing projects and upcoming events. In general, you may think of writing press releases, networking via e-mail, updating the website, writing project proposals and helping to organize the annual EUROCLIO Conference, with has participants from over 30 different countries.

*Students interested in a traineeship at Euroclio need to take the following requirements in mind:*

- Interest in History, History Education and International Cooperation;
- Skills in Standard Microsoft Office Applications;
- Flexibility, motivation and the capability to work independently;
- Fluency in written and spoken English, which is the working language at the Secretariat. Knowledge of any other language is an advantage.

### *Conditions*

For the internship to be most successful, we require a minimum of a 3-day working week. We provide the trainee with a working space that includes a desk and computer in our office, which is located at the Laan van Meerdervoort in The Hague. There is an allowance available of € 200,- per month on average, depending on the working week.

### *How to apply*

Euroclio offers internships all year round, therefore you may contact us at all times to find out if there is a vacancy. Students who are interested can send their letter of motivation and CV by e-mail and will then be invited for an interview.

An application and any other questions may be send to [jonathan@euroclio.nl](mailto:jonathan@euroclio.nl) **We advise international students interested in a traineeship at Euroclio to explore the opportunity to obtain a Leonardo da Vinci (or any other) grant through their universities.**

Contact information of the Secretariat:

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