

**The European Patients' Forum (EPF) is recruiting a  
Operations Intern  
Full-time (100%) position  
6-month internship, with possible extension of 6 months  
Deadline: Sunday 24 September  
To start as soon as possible**

**Interviews will take place on a rolling basis**

**Location: EPF Secretariat offices, 180 Chaussée d'Etterbeek, 1040 Brussels**

## **BACKGROUND**

The European Patients' Forum (EPF) is one of the most prominent civil society organisations active in health policy at European level. EPF is the umbrella organisation of patient organisations across the EU and a driving force to advance patient empowerment and involvement in EU health policy debates. EPF's vision is to ensure equitable access to high-level, patient-centred care for all patients in Europe.

EPF engages in policy advocacy and campaigning and participates in EU-funded projects. We organise educational and policy events, and capacity-building initiatives.

EPF was founded in 2003 and is a non-governmental, non-profit organisation with a secretariat based in Brussels. EPF currently represents 79 members, which are national coalitions of patient organisations and disease-specific patient organisations working at European level. We reflect the collective voice of the estimated 150 million patients living with various chronic diseases throughout Europe.

For more information see [www.eu-patient.eu](http://www.eu-patient.eu)

## **PURPOSE OF THE ROLE**

This is an opportunity to contribute to the mission of a reputable European patient organisation and gain valuable experience in a non-profit organisation by working alongside the Operations team, assisting them in tasks related mostly to fundraising with some work on finance and events.

## **KEY RESPONSIBILITIES**

### **Fundraising**

- Conducting research
- Database management
- Analytical work
- Assisting with administrative tasks of fundraising including contract filing, invoicing, payment tracking, donor correspondence etc

### **Events**

- Travel and accommodation booking

- Ad-hoc logistical support
- Assisting in the coordination of events
- Participating in the events
- Supplier follow-up
- Administrative tasks

#### Finance

- Various finance support tasks

## KNOWLEDGE, SKILLS AND EXPERIENCE

- Very good/fluent English speaking and writing skills (other languages are an asset);
- Bachelor or higher-level education level;
- Good command of Microsoft Word & Power Point;
- Excellent command of Microsoft Excel;
- Proactive, flexible attitude, and good communication skills;
- Excellent research, organisational and team working skills.

## KEY INTERFACES

#### *Internal*

- Reports to the Grants & Operations Coordinator
- Operations Team
- EPF Staff

#### *External:*

- Funding partners
- Suppliers

## WE OFFER

- Paid internship for 6 months, with possible extension of 6 months;
- Internship contract: Convention d'immersion professionnelle (CIP); only applicable if the candidate holds a diploma and is not linked to any internship with the university;
- Applicants should have a valid EU working permit;
- Many learning opportunities;
- A friendly, dynamic, and multi-cultural team and international working environment;
- An opportunity to gain hands-on experience in a non-profit EU organisation

## HOW TO APPLY

If you are interested in this position, please submit an application via email, including a cover letter and CV in English, to: [recruitment@eu-patient.eu](mailto:recruitment@eu-patient.eu) (Subject line: “**Application for the position of Operations Intern - NAME**”)

**The deadline for applications is Sunday 24 September 23:59.**

**Interviews will take place on a rolling basis**

Please note that due to the volume of applications expected, only shortlisted candidates will be contacted.

All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

EPF will process the data submitted by candidates for the purposes of recruitment and selection, according to its Privacy Policy: <http://www.eu-patient.eu/About-EPF/epf-privacy-policy/>. We will treat your data with the utmost care and take all appropriate steps to protect it.