

The European Patients' Forum (EPF) is looking for a

**Communications Intern
(3 months, full-time, paid)**

To join its Secretariat in mid-September 2019

The European Patients' Forum

The European Patients' Forum (EPF) was founded in 2003 to ensure that the patients' community drives policies and programmes that affect patients' lives to bring changes empowering them to be equal citizens in the EU.

EPF currently represents 74 members, which are national coalitions of patient organisations and disease-specific patient organisations working at European level. EPF reflects the voice of an estimated 150 million patients affected by various chronic diseases throughout Europe.

Our vision is that all patients with chronic conditions in Europe have access to high-quality, patient-centred health and related care. More information: www.eu-patient.eu

Purpose of the role

EPF is looking to recruit a Communications Intern to undertake communications support related to **EPF's Congress on patient involvement on 12-14 November 2019**. This activity arises from the EPF 2019 Work Programme.

Specifications

Title: Communications Intern

Starting date: Mid-September 2019

Reports to: Communications Officer

Location: EPF Office, Brussels

Main Tasks & Responsibilities

The successful applicant will work closely with the EPF Communications and Congress team:

- Ensure that the Congress communication plan is correctly implemented, and that all activities are completed swiftly prior to the event
- Maximise visibility, engagement and help boost registrations
- Support the Communications team with carrying out specific tasks in an operational manner
- When/if needed, provide additional support to the Events team with registrations
- Under the supervision of the Communications Officer, liaise with subcontractors (Video production agency, giveaway and other equipment suppliers, etc.)

The successful candidate will be comprehensively briefed by the EPF team during a preliminary meeting where the various elements of the different tasks will be agreed upon, and a final timetable will be set in stone.

The more specific tasks for the candidate include the following:

- Updating the Congress website
- Drafting EPF Congress-related content for Facebook, Twitter and LinkedIn
- Following up with subcontractors
- Develop other creative content with use of apps, video-making tools with the purpose of serving as teasers to further expand outreach
- Assist the Communications team with live social media on the day, follow up with photographer, videographer and others post Congress
- Assist the Congress team in ad-hoc tasks

Profile of the Candidate

- A university degree in communications, journalism or another relevant field or student
- Very good/fluent English speaking and writing skills (other languages are an asset)
- Good command of Microsoft Office and other communications related software, such as Adobe, MailChimp – kindly specify in the cover letter
- Advanced command of social media platforms
- Proactive, flexible attitude, and good communication skills
- Excellent organisational and team working skills

- Attention to detail and can-do attitude
- Competence in CMS (WordPress, Drupal) is an asset

Dimensions and Key interfaces

Team size: 21

Direct Report: 1 (Communications Officer)

Key Interfaces (internal)

- Executive Director;
- All team members.

Key Interfaces (external)

- EPF President;
- EPF Board;
- EPF Member organisations;
- EPF suppliers.

We offer

- A chance to gain valuable professional experience in a health-related NGO in Brussels
- An opportunity to work in a friendly, dynamic and multi-cultural team, in an international environment;
- A paid 3-month internship and transportation costs within the Brussels region

To apply

Candidates are asked to submit a CV and single page covering letter to recruitment@eu-patient.eu, clearly setting out their motivation and suitability for the post based upon the specifications detailed above. Deadline for applications: **9 September 2019**.

Please note that 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.