

The European Patients' Forum (EPF)

is looking for a

Communication intern

To join the secretariat as soon as possible.
For full job description and how to apply see below

Deadline for applications: 12 January 2015

EPF is the umbrella organisation of pan-European patient organisations active in the field of European public health and health advocacy.

EPF was founded in 2003 to become the collective patients' voice at EU level, manifesting the solidarity power and unity of the EU patients' movement. EPF currently represent 64 patient organisations, which are chronic disease-specific patient organisations operating at EU level, and national coalitions of patient organisations.

EPF's vision is high quality, patient-centred, equitable healthcare for all patients throughout the European Union.

EPF facilitates exchange of good practice and challenging of bad practice on patients' rights, equitable access to treatment and care, and health-related quality of life between patient organisations at European and at Member State level.

For more information please visit our website www.eu-patient.eu.

Job Title: Communication intern

Duration: 6 months

Start date: 2 February 2015

Location: Brussels, Belgium

Reporting lines: reporting to the Communications Officer

Purpose of the job: To support EPF communications & campaign advocacy work.

Key responsibilities:

// Communications:

- Supporting the Communication Officer in drafting content for the website, blog, editorials and newsletter;
- Working with the Communications officer on technically maintaining the website and updating content;
- Media monitoring of the news relevant to EPF's advocacy work;
- Supporting the Communications officer with meeting arrangements (in taking and drafting minutes) and with dissemination activities;
- Updating and maintaining files, databases and mailing lists.

// Campaign advocacy:

- Carrying out desk research to underpin EPF Campaign's background papers, toolkits and external materials;
- Draft letters to national Health Ministries, MEPs and various campaign stakeholders;
- Follow-up calls with decision-makers and campaign stakeholders;
- Updating EPF social media outlets (Twitter, Facebook, YouTube, Flickr);
- Prepare PowerPoint presentations about EPF's campaigns;
- Establish and analyse EPF campaign's Key Performance Indicators;
- Support on preparation of EPF's events related to our campaign.

Profile

Essential

- Fluent written and spoken English, with an eye for detail;
- University degree in communications and/or public relation;
- Demonstrated interest in and understanding of traditional and digital communications;
- Motivated and creative with a strong sense of professionalism and initiative;
- Strong IT skills (Windows, Word, Internet Explorer).

Desirable

- Knowledge of EU's institutional structures and procedures;
- Passionate about communications techniques and interest in health;
- Familiarity with graphic design programmes and/or Website Content Management Systems;
- Knowledge of a second EU language.

Additional information

Paid internship.

The candidates selected for an interview will be required to complete a written task prior to the interview meeting and a short exercise during the interview.

To apply

Qualified candidates should submit, only via email (mail subject: "Communication intern"), a cover letter and CV in English to: veronique.tarasovici@eu-patient.eu by 12 January 2014 at the latest.