

The European Patients' Forum (EPF)

is looking for a

Communications Intern

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

Deadline for applications: 16 March 2016

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 65 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: 4 months

Start date: As soon as possible

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:

- Support on preparation of EPF's events related to EPF campaigns
- Ensure liaison with MEPs, Health Attachés and various campaign stakeholders;
- Updating EPF social media outlets (Twitter, Facebook, YouTube);
- Compiling campaigns metrics for reporting (social media and website)
- Establish and analyse EPF campaign's Key Performance Indicators;

Profile

Essential

- Fluent written and spoken English, with an eye for detail;
- Relevant university degree in communication 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 (Office, Photoshop, InDesign, CMS);
- Knowledge of a second EU language.

Desirable

- Knowledge of EU's institutional structures and procedures;
- Familiarity with graphic design programmes;

Additional information

Full-time paid internship, starting or junior position.

Interviews will be run on 24 and 25 March 2016.

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: "Communications Intern"), a cover letter and CV in English to: veronique.tarasovici@eu-patient.eu by 16 March 2016 at the latest.