



## Awards Ceremony internship (Paris-based)

6 September 2023 – 4 March 2024 (6 months)

EURORDIS-Rare Diseases Europe is recruiting an intern for the period of 6 September 2023 – 4 March 2024 to work within the events team at the Paris office. EURORDIS is a unique, non-profit alliance of over 800 rare disease patient organisations from 70 countries that work together to improve the lives of the 30 million people living with a rare disease in Europe. Our vision is to enable **better lives and cures for people living with a rare disease**.

This is an excellent opportunity to work for a highly regarded health NGO in a truly international environment. The internship offers the candidate a welcoming atmosphere in a small team during which the intern will learn how to improve time management, prioritisation, problem-solving skills and office etiquette.

**The events team is looking for a candidate who is a real team player, attracted to working in an international environment, organised, highly detail-oriented and motivated to work for an NGO.** Prior knowledge of rare diseases is not required.

The selected intern will have the opportunity to be involved in the planning and preparation for the **13<sup>th</sup> EURORDIS Black Pearl Awards** (see <https://blackpearl.eurordis.org/>) that is scheduled to take place in Brussels in February 2024.

The intern will also support the events team in the preparation of the following events:

- The 36<sup>th</sup> EURORDIS Round Table of Companies Workshop online in October 2023
- The 37<sup>th</sup> EURORDIS Round Table of Companies Workshop in Brussels in February 2024
- European Conference on Rare Diseases and Orphan Products to take place in late spring 2024

The intern will have the opportunity to attend the Black Pearl Awards and at least one of the Workshops in-person.

### Tasks will vary but may include:

- Writing and developing content for EURORDIS' event websites
- Designing emails using the special software tool MailChimp to promote events
- Handling the production, writing, editing, design and dissemination of printed and electronic information and programmes
- Liaising with suppliers and graphic designers
- Inviting and communicating with awardees and special guests
- Creating surveys for feedback after the events in Jotform
- Using Photoshop to edit visuals for the websites
- Booking hotel and travel for staff, board, volunteers and awardees
- Inputting and updating data in the EURORDIS contact database to facilitate follow-up of all attendees and partners
- Basic use of events registration software Swoogo
- Adding content to virtual platforms for online or hybrid events (in Swoogo)
- Preparing, printing and packaging the shipment of documents to the event venue
- Supporting the events team with various other event management tasks

**Required skills:**

- Native proficiency in English
- French intermediate level appreciated
- Excellent written and spoken communication skills (English)
- Highly organised, detail-orientated and able to prioritise/ cope under pressure
- Creative
- Outgoing, polite, diplomatic and well-presented
- Comfortable using or very willing to learn how to use: Swoogo, Mailchimp, Jotform, Photoshop and other software
- Motivation to work for an NGO very important (experience working for an NGO desirable but not required)

**The following skills will also be appreciated, but are not a prerequisite:**

- Video editing skills
- Knowledge of Photoshop / InDesign
- Prior experience in a communications or events role
- Other languages

**Hours:** 35 hours a week

**Compensation:**

- Salary accrued based on hours worked per month (average 546€ per month)
- 50% of monthly transport pass
- 60% of 9-euro lunch vouchers
- 2 days holiday per month

**Convention de stage from your university obligatory**

**To apply:** Please send your CV and cover letter **in English** to [anne.lheveder@eurordis.org](mailto:anne.lheveder@eurordis.org) asap/ 6<sup>th</sup> March 2023