



## ERTC Workshops internship (Paris-based)

September 2024 – March 2025 (6 months)

EURORDIS-Rare Diseases Europe is recruiting an intern for the period of September 2024 – March 2025 to work within the events team at the Paris office. EURORDIS is a unique, non-profit alliance of over 1050 rare disease patient organisations from 74 countries that work together to improve the lives of the 30 million people living with a rare disease in Europe.

EURORDIS' vision is a world where all people living with a rare disease can have longer and better lives and can achieve their full potential, in a society that values their well-being and leaves no one behind.

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 along with learning all facets of what goes into planning and producing events.

**The events team is looking for a candidate who is a real team player, attracted to working in an international environment, organised, highly detail-orientated 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 three following important events, focusing mostly on the two workshops:

- The 38<sup>th</sup> EURORDIS Round Table of Companies Workshop Barcelona in October 2024
- The 14<sup>th</sup> EURORDIS Black Pearl Awards in Brussels in February 2025
- The 39<sup>th</sup> EURORDIS Round Table of Companies Workshop in Brussels in February 2025

The intern will have the opportunity to attend the Workshops and Black Pearl Awards either online or in person.

### Tasks will vary but may include:

- Writing and developing content for EURORDIS' event websites
- Designing mass 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 speakers, session chairs and special guests
- Creating surveys for feedback after the events in Jotform
- Analysing survey data and preparing presentations to communicate the findings and recommendations
- Using Canva and/or Figma to edit visuals for the websites
- Booking hotel and travel for staff, board, volunteers and speakers
- 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)
- Conducting research on priority areas such as accessibility and sustainability of events
- Participating in online webinars related to events and drafting reports to share tips with the events team

- 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
- Excellent written and spoken communication skills (English)
- French intermediate level appreciated
- 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: Mailchimp, Wordpress, Jotform, Canva, Figma, Monday.com 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:

- Knowledge of Canva / Figma
- Knowledge of Excel
- 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 567€ per month)
- 50% of monthly transport pass
- 60% of 11.50-euro lunch vouchers
- 2 days holiday per month

**Convention de stage (mandatory internship agreement) 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) by 28 January 2024.

# Awards Ceremony internship (Paris-based)

September 2024 – March 2025 (6 months)

EURORDIS-Rare Diseases Europe is recruiting an intern for the period of September 2024 – March 2025 to work within the events team at the Paris office. EURORDIS is a unique, non-profit alliance of over 1050 rare disease patient organisations from 74 countries that work together to improve the lives of the 30 million people living with a rare disease in Europe.

EURORDIS' vision is a world where all people living with a rare disease can have longer and better lives and can achieve their full potential, in a society that values their well-being and leaves no one behind.

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 and problem-solving skills and office etiquette along with learning all facets of what goes into planning and producing events.

**The events team is looking for a candidate who is a real team player, attracted to working in an international environment, organised, highly detail-orientated 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 **14<sup>th</sup> EURORDIS Black Pearl Awards** (see <https://blackpearl.eurordis.org/>) that is scheduled to take place in Brussels in February 2025.

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

- The 38<sup>th</sup> EURORDIS Round Table of Companies Workshop Barcelona in October 2024
- The 39<sup>th</sup> EURORDIS Round Table of Companies Workshop in Brussels in February 2025

The intern will have the opportunity to attend the Workshops and Black Pearl Awards either online or 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 Canva/Figma 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
- Excellent written and spoken communication skills (English)
- French intermediate level appreciated
- 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: Mailchimp, Wordpress, Jotform, Canva, Figma, Monday.com and other softwares
- 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:

- Knowledge of Canva / Figma
- Knowledge of Excel
- 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 567€ per month)
- 50% of monthly transport pass
- 60% of 11.50-euro lunch vouchers
- 2 days holiday per month

**Convention de stage (mandatory internship agreement) 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) by 28 January 2024.