



Awards Ceremony internship (Paris-based or remote)

12 September 2021 – 10 March 2022 (6 months)

EURORDIS-Rare Diseases Europe is recruiting an intern for the period of 12 September 2022 – 10 March 2023 to work within the events team at the Paris office or remotely. EURORDIS is a unique, non-profit alliance of 1000 rare disease patient organisations from 75 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 and 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 **12th EURORDIS Black Pearl Awards** (see <https://blackpearl.eurordis.org/>) that is scheduled to take place in Brussels in February 2023.

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

- The 34th EURORDIS Round Table of Companies Workshop Barcelona in October 2022
- The 35th EURORDIS Round Table of Companies Workshop in Brussels in February 2023

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 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)
- Supporting the events team with various other event management tasks
- 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: Mailchimp, Wordpress, 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:

- Knowledge of Photoshop / InDesign
- Video editing skills
- 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 asap/ by 20th August 2022.