

# EURORDIS Open Academy training internship (Barcelona or Paris based)

13 March 2022 – 11 August 2022 (5 months)

EURORDIS-Rare Diseases Europe is recruiting an intern for the period of 13 March 2023 – 11 August 2023 to work within the Open Academy & Events team at the Barcelona office (only interns already based in Spain or holding an EU visa or work permit will be considered) or Paris office.

EURORDIS is a unique, non-profit alliance of 1000 rare disease patient organisations from over 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 and problem-solving skills and office etiquette.

**The Open Academy & 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 work on the 2023 Open Academy training programme, supporting the team with the planning and production of the EURORDIS Open Academy Training for Patient Advocates taking place online (January – May) and in-person in Barcelona from 19 – 23 June 2023.

## Tasks will vary but may include:

- **Preparation of training programmes**
  - Supporting the production, writing, editing, design and dissemination of printed and electronic materials (e.g. emails, training programme, lists of participants, google doc presentation templates, polls, etc.);
  - Supporting the organisation of webinars
  - Updating and/or preparing documents for assignments
  - Liaising with suppliers
  - Creating surveys
  - Using Photoshop to edit visuals
  - Basic use of events registration software Swoogo
  - Uploading documents to LMS software
- **Support for face-to-face training sessions:**
  - Support the coordination of event logistics including venue, catering, accommodation, etc.;
  - Support coordination of test/rehearsal calls with faculty, prepare technical aspects, etc.;
  - Logistical preparations e.g. printing of workshop materials, badges, shipping, travel booking when necessary;
  - Attending the face-to-face trainings to assist with tasks on-site;
- **Evaluation and Reporting:**
  - Conduct evaluations of the on-site/virtual training sessions and prepare evaluation reports;

- Support the coordination of debriefs, uploading recordings, etc.;
- Report on specific trainings indicators;
- Update alumni/faculty data in the contact database;

Any other transversal support to the implementation of the face-to-face and online trainings and events.

### Requirements:

- **For Barcelona office only:** already based in Spain or holding an EU visa or work permit
- Convention de stage from your university obligatory
- Fluent/native English; good level of Spanish or French is a plus;
- Excellent writing skills (English)
- Highly organised, detail-orientated, eager to learn, good problem-solver, and able to cope under pressure
- Outgoing, polite, diplomatic and well-presented
- Comfortable using or very willing to learn how to use: Wordpress, Jotform, Photoshop and other software
- Motivation to work for an NGO very important (experience working for an NGO desirable but not required)

**Hours:** 35 hours a week

### Paris Office

#### Compensation:

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

### Barcelona Office

#### Compensation:

- Salary accrued based on hours worked per month (average 546€ per month net)
- Reimbursement of monthly transport pass
- 2 days holiday per month

**To apply:** Please send your CV and cover letter in **English** to [anne.lheveder@eurordis.org](mailto:anne.lheveder@eurordis.org) asap/ by 16<sup>th</sup> September 2022.