

Events and Nominations internship (Paris-based or remote)

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 events team at the Paris office or remotely. EURORDIS is a unique, non-profit alliance of 1000 rare disease patient organisations from over 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 work on the Nominations campaign for the EURORDIS Black Pearl Awards 2024 and to support the events team with the planning and production for the EURORDIS Membership Meeting (EMM) taking place in Stockholm on the 25th-27th May 2023 and for the 36th ERTC Workshop.

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 speakers, session chairs 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 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)
- 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 3rd June 2022.