

EURORDIS-Rare Diseases Europe

Internship – Patient Engagement & Projects

Responsible to (tutor): Patient Engagement & Therapeutic Development Director

Contract type: Traineeship agreement, full-time, 6 months

Salary: Study aid according to legal requirements in Spain + reimbursement of monthly transport pass

Location: EURORDIS Barcelona Office

Start date: ASAP

About EURORDIS-Rare Diseases Europe

[EURORDIS](#) is a unique, non-profit alliance of over 1000 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. By connecting patients, families, and patient groups, as well as by bringing together all stakeholders and mobilising the rare disease community, EURORDIS strengthens the patient voice and shapes research and policies.

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

Main scope of the position

The Patient Engagement & Projects Intern will operate within the Patient Engagement team, most members of which are based in Barcelona. We are looking for real team players, 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. As part of the team, the intern will support the organisation to maintain and increase EURORDIS impact through projects and programmes on behalf of people living with rare diseases (PLWRDs) in Europe, to promote rare diseases as a public health priority, to improve the situation of PLWRDs.

Key tasks & responsibilities

The Patient Engagement & Projects Intern will support:

- Events and webinars for the different projects and pieces of training support:
 - Screen4care meetings
 - Conect4children final event
 - JARDIN
 - ERICA
 - Other potential special events
- Preparing reports for different projects
- Assisting with wrap-up activities after the online meetings, preparing meeting summaries and presentations.

- Writing and developing templates.
- Creating surveys to elicit participants' views on topics of interest.
- Creating registration forms and managing registrations.
- Inviting and communicating with speakers, session chairs, and special guests for the events.
- Supporting the team with administrative tasks.

Experience & skills

- Background in project management, health, sciences, or any other relevant degree to be considered.
- Fluency in written and spoken English absolute must – proficiency in other European languages will be a plus.
- Highly organised, detail-orientated, and able to prioritise
- Comfortable using or very willing to learn how to use: Microsoft Teams, Google Forms and other Google apps, Mailchimp, Photoshop, and Survey Monkey
- Strong motivation to work for an NGO

About the offer

- Joining a team of experienced patient engagement professionals, who work daily on advancing the rights and conditions of millions of affected patients
- Study aid according to legal requirements in Spain
- Full-time internship under a mandatory traineeship agreement from school / university
- Reimbursement of monthly transport pass
- Possibility of hybrid work arrangement but a minimum of 3 days in the Barcelona office is required
- 2 days of leave per month

To apply

Please send your CV and cover letter in English to PEM@eurordis.org

Deadline for applications: 05th June 2024 (but we reserve the right to close applications earlier if required)

EURORDIS is a value-driven organisation, including:

Social Justice and Equity - This means our commitment to diversity is woven into the very fabric of our organisation, from our leadership to our members and volunteers. Together, we are making strides toward a more inclusive society where everyone's rights are protected, and everyone's voice is heard.

Collaborative - This means colleagues will work across siloes and support each other in the quest to improve the lives for people living with a rare disease

Authentic - This means all colleagues are expected to be in touch with the needs and priorities of our members, and we welcome applications from people with experience in the volunteer sector and with lived experience with rare diseases

For a full list of our values and our mission please see our [values](#) page on our website