



EURORDIS internship (1 vacancy/ Barcelona-based)

March 2019 - August 2019 (6 months)

EURORDIS-Rare Diseases Europe is recruiting one Intern to support the [EURORDIS Open Academy](#) training programmes, communication and administrative tasks.

This is an excellent opportunity to work for a highly regarded health NGO, in an **international environment**, supporting the empowerment of patient advocates and making a difference to improve the lives millions of people living with a rare disease and their family members.

EURORDIS is looking for a **candidate who is eager to learn, a good problem-solver, organised and detail-oriented**. Prior knowledge of rare diseases is not required.

EURORDIS is a unique, non-profit alliance of over 800 rare disease patient organisations from 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**.

Tasks include:

- **Support to face-to-face training sessions:**
 - Applications, registrations and evaluation: formulary development, compilation of data for review;
 - Logistical preparations e.g. printing of workshop materials, shipping, travel booking when necessary;
 - Attending the face-to-face trainings to assist with tasks onsite;
- **Support to maintenance of e-learning platform:**
 - Preparation, proofreading and upload of materials to the e-learning platform (e.g. scheduling webinars, writing texts, selecting photos, uploading contents to the learning management system and YouTube);
- **Support to communication and administrative tasks:**
 - Supporting the production, writing, editing, design and dissemination of printed and electronic materials (e.g. texts, emails, training programme, lists of participants, social media posts);
 - Updating alumni/faculty data in the contact database;
 - Any other transversal support to the implementation of the face-to-face and online training.

Requirements:

- Available to work from Barcelona with occasional travel for the face-to-face trainings;
- Fluent/native English; good level of French or Spanish is a plus; Excellent writing skills (English);
- Comfortable using or very willing to learn how to use: CMS systems (e.g. WordPress), image editing software, SurveyMonkey or other survey/formulary software;
- Eager to learn, a good problem-solver, organised and detail-orientated;
- Motivation to work for an NGO and/or health causes; experience working for an NGO is a plus.

Hours: 35 hours a week

Compensation:

- Salary 700€ gross per month (approximately 560€ net)
- Reimbursement of monthly transport pass
- 2 days holiday per month

Convention de stage from your university obligatory

To apply: Please send your CV/ cover letter in English to aline.schnieder@eurordis.org by 25th January 2019.