

EURORDIS Membership Meeting internship (Paris-based)

March 2021 – August 2021 (6 months)

EURORDIS-Rare Diseases Europe is recruiting an intern for the period of March 2021 – August 2021 to work within the events team at the Paris office. 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**.

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 production for the EURORDIS Membership Meeting 2021 Dublin (10-12 June 2021) and attend this event. The intern will also assist the events team in the preparations for the 32nd EURORDIS Round Table of Companies Workshop, Barcelona 2021.

Tasks will vary but may include:

Communications / Event Promotion:

- Updating the back-office (Word Press and Adobe Dreamweaver) of event websites on a regular basis
- Using Photoshop to edit visuals
- Designing emails to promote the event to events' participants using special software tools (Mail Chimp)
- Handling the production, writing, editing, design and dissemination of printed and electronic information and programmes
- Liaising with suppliers and graphic designers
- Assisting with debrief and wrap-up activities for events including developing PowerPoint presentations and analysing survey results

Event Management:

- Assisting events team in day-to-day event management tasks
- Booking hotel and travel for staff, board, volunteers, speakers and special guests
- Responding to registration enquiries from participants
- Attending the EMM 2021 in Dublin to assist the events team with important tasks on-site
- Inputting and updating data in the EURORDIS contact database to facilitate follow-up of all attendees
- Creating surveys for feedback after the events in Survey Monkey
- Supporting the events team with various other event management tasks
- Printing, packaging and managing the shipment of documents to the event venue
- Basic use of the events management software tool Cvent

Required skills:

- Fluent in English, intermediate French
- 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, Photoshop and Survey Monkey
- Motivation to work for an NGO very important (experience working for an NGO desirable but not required)

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 martina.bergna@eurordis.org asap/ by 9 March.