



## Workshops internship (Paris-based)

September 2020 – March 2021 (6 months)

EURORDIS-Rare Diseases Europe is recruiting an intern for the period of September 2020 – March 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 preparation for four important events. The intern will have the opportunity to attend two of these events (Workshop and Black Pearl Awards in Brussels).

- The 30th EURORDIS Round Table of Companies Workshop, Barcelona 2020
- The 31st EURORDIS Round Table of Companies Workshop, Brussels 2021
- The 10th EURORDIS Black Pearl Awards, Brussels 2021
- The EURORDIS Membership Meeting, Dublin 2021

### 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 and session chairs and special guests
- Creating surveys for feedback after the events in Survey Monkey
- 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
- Supporting the events team with various other event management tasks
- Preparing, printing and packaging the shipment of documents to the event venue
- Basic use of the events management software tool Cvent and EURORDIS contact Database
- Supporting the events team with various other event management tasks

## 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)

## The following skills would also be appreciated, but are not a prerequisite:

- Video editing skills
- Knowledge of Photoshop / InDesign
- 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 [martina.bergna@eurordis.org](mailto:martina.bergna@eurordis.org) asap/ by 9 March.