



EFA

European Federation of Allergy and Airways Diseases Patients' Associations

Is looking for

EU Policy and Programme Intern (m/f)

to start 2013

EFA is the network of European patient organisations that represents people with allergy, asthma and chronic obstructive pulmonary disease (COPD) at European level. EFA is dedicated in making Europe a place where people with these diseases have the right to best quality of care and safe environment, live uncompromised lives and are actively involved in all decisions influencing their health.

As Intern, you will assist the officers (Executive Officer, EU Policy Officer and Membership and Programme Officer) in:

- Following up and communicating EU policy developments related to EFA mission and objectives,
- Coordination, researching for and drafting EU policy briefings and [positions](#) of EFA & the coordination of EFA network response to relevant policy,
- Planning and implementing [EFA projects](#) and [EU research projects](#) EFA partners in,
- Implementing our membership strategy,
- Liaising with our vast network of [members](#) and [partners](#),
- Internal and external communication ([newsletter](#) and [website](#)),
- [Events](#) execution,
- Administration.

You will have the possibility to take responsibility/leadership on specific issues according to your ability and interest. As part of a small team, you will work closely on a wide range of topics from environment, healthcare, research to running an NGO thus gaining valuable experience and competence.

You should have the following experience and qualities:

- Interest in health policy,
- Preferably at the end stage of your studies in relevant field,
- Knowledge of EU institutions,
- Interest in patient representation,
- A perfect knowledge of English (additional languages would be considered a plus),
- Excellent writing skills,
- Good computer knowledge (Microsoft Office programs, Wordpress),
- A keen sense of responsibility and initiative,
- Good social skills,
- Willingness to work in a small international team,
- Availability for occasional evening work and travel.

The internship is remunerated. Please apply by sending your CV, together with a cover letter and reference 'Intern', preferably by 31st of December 2012, to: susanna.palkonen@efanet.org, EFA, 35, rue du Congrès, B-1000 Brussels. Candidates will be notified 3rd of January 2013 thereon & interviews will commence 7th January thereon in Brussels. www.efanet.org