EFA

European Federation of Allergy and Airways Diseases Patients' Associations

is looking for full time (38h/week)

Communications Assistant (internship)

to start in August 2021 (for a duration of 6 months)

EFA is a vibrant alliance of European patients' organisations representing people with allergy, asthma and chronic obstructive pulmonary disease (COPD) at European level. EFA is dedicated to making Europe a place where people living with these diseases have access to best quality care, live uncompromised lives in a safe environment, and are actively involved in all decisions influencing their health.

As EFA Communications Assistant, you will have the opportunity to work on EFA's communication and dissemination strategy, as well as to support EFA's work in the EU-institutional environment. You will be reporting to EFA Policy and Communications Officer.

Your main tasks are:
- To support the development and implementation of EFA's communication and social media strategies
- To support the creation, edition and management of EFA's communication tools in cooperation with the EFA secretariat, including but not limited to the EFA weekly communication, the quarterly newsletter, social media and marketing tools, EFA publications, our website and its content
- To support EFA's campaign work through developing effective communication plans, tools, and actions
- To support EFA in its coordination of the European Allergy and Asthma Youth Parliament
- To support the creation and ensure consistent implementation of EFA branding
- To support in pro-active press & media outreach at both European level and member countries with tools supporting EFA members in cascading EFA messages
- To help implement communications for our diverse and interesting project portfolios and EU policy programmes

As part of a small team, you will work closely on a wide range of topics including environment, healthcare and research, from a patient perspective.

If you would like to join our team, you should have the following experience and qualities:

Essential:
- ability to communicate in English, written and orally
- proven experience in drafting of publications, articles, brochures (ideally basic knowledge in working with external providers i.e. designer, printer etc.)
- strong proof-reading and editing skills
- comprehensive knowledge of communication tools and CMS, high computer literacy
- basic knowledge of press work and PR on EU and national level
- analytical skills and an ability to analyse and process information on a range of issues including healthcare, environment and research to diverse audiences
- willingness to work in a small and highly international team

- availability for occasional travel

Desirable:
- interest in health policy, representing patients and advocating for their needs on a European and national level
- experience in the NGO field
- experience and/or good understanding of processes in and set-up of European institutions and EU-level policy making
- strong social media skills
- proven experience in creating digital content (video, podcast, etc)
- fluency in several EFA languages

The contract will be a Belgium "convention d'immersion professionnel" (around EUR 800/month), including benefits (lunch vouchers at a rate of EUR 8/day and monthly public transport pass for Brussels), for a duration of 6 months. Please apply by sending your CV, together with a cover letter and reference 'EFA Communications Assistant' by Thursday, 22nd July 2021, as a comprehensive .pdf document to: communications@efanet.org.

Successful pre-screening candidates will be invited for an interview from 26th July to start as soon as possible. Find more information on www.efanet.org and follow us on social media. We look forward to receiving your application.

Please note that due to the large number of applications only short-listed candidates will be contacted.