



EFA
European Federation of Allergy and Airways Diseases Patients' Associations

is looking for full time (38h/week)
Communications Assistant (internship)
to start as soon as possible (for a duration of 6 months)

EFA is a vibrant alliance of European patients' organisations representing people with allergy, asthma, atopic eczema and chronic obstructive pulmonary disease (COPD) at European level. We have 48 Members in 28 countries. 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 join EFA's Communications team and support the implementation of EFA's communications work, including core activities such as social media, website and newsletters, as well as project and policy related communications. You will work on internal and external communications aiming at ensuring that our community of members are at the heart of policy decisions and change for patients.

Your main tasks will be:

- To support the management of EFA's social media accounts, including drafting posts, creating visuals (mainly with Canva), analysing trends and exploring opportunities for improvements.
- To support the creation of EFA's internal and external newsletter and ad hoc mailings, including by drafting content and creating the email layouts (with CiviCRM).
- To support with the content maintenance of the current EFA websites and with the development of a new EFA website, including by drafting and reviewing content, conducting research, brainstorming ideas, and supporting in the collaboration with external service providers.
- To support the creation of project or event reports (content and layout).
- To collect and analyse indicators on the impact of EFA's communications activities (social media insights, website analytics, etc.).
- To support in the maintenance and updates of EFA's CRM and contact lists.
- To help implement communications activities for our diverse and interesting project portfolios and EU policy programmes based on the 2026 workplan.
- To take, review and organise notes during internal and external meetings.
- To support in the keeping current EFA communications materials up-to-date and creating new ones in line with EFA branding guidelines (including flyers, roll-ups, templates etc.).
- To perform any other relevant task in line with the candidate profile to support the implementation of EFA's communication strategy and workplan.

What we are looking for:

Essential:

- Relevant degree in Communication (i.e. journalism, media studies, marketing communications)
- Experience or interest in communications or advocacy work in the non-profit or health sector

- Fluency in English
- Good proof-reading, editing and an eye for design
- Experience in drafting written content in English and layout for publications, articles, brochures or similar products
- Good knowledge of social media, experience in managing social media accounts a plus
- Basic computer literacy (Microsoft 365 and Canva, other tools a plus)
- Good organisational and analytical skills Analytical skills and an ability to analyse and process information on a range of issues including healthcare, environment and research to diverse audiences
- Willingness and ability to work in a small and highly international team
- Proactive attitude, teamwork and willingness to learn with a genuine passion for communications

Assets:

- Previous experience in communications
- Experience and/or good understanding of processes in and set-up of European institutions and EU-level policy making
- Experience in the NGO field and/or with membership organisations
- Interest in health policy
- Experience or interest in creating audiovisual content
- Fluency in other EU languages.

The position is based in Brussels at our offices in Madou, with some flexibility to work from home. The Communications Assistant will receive a Belgium standard *contrat d'immersion professionnelle*, including benefits such as lunch coupons and local travel support.

EFA is an equal opportunities employer and embraces diversity.

Please apply by sending your CV, together with a cover letter and reference 'EFA Communications Assistant' by 24 March 2026, as a comprehensive .pdf document to: communications@efanet.org. Applications will be reviewed on a rolling basis and successful pre-screening candidates will be invited for an interview soon after this date. 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.