

PROJECT ASSISTANT (INTERN)

The European Haemophilia Consortium (EHC) is seeking a dedicated and highly organised junior Project Assistant (internship opportunity) to join our dynamic team at the EHC. The Project Assistant will support the Behavioural Change Lead in coordinating and implementing projects aimed at improving patients' quality of life. This role involves a combination of project and event support, administrative tasks, and data analysis. The ideal candidate is passionate about working with and for patients, highly organised, and capable of managing multiple tasks efficiently.

Summary

The European Haemophilia Consortium (EHC) is an international patient-led and non-profit organisation representing 48 national patients' organisations (NMOs) for people with rare bleeding disorders from 27 Member States of the European Union (EU) and most Member States of the Council of Europe. The EHC team is currently composed of a small group of 7 individuals of multiple nationalities. The team's work is co-implemented together with a large network of volunteers, consultants, and service providers. The EHC was founded in 1989 but has recently undergone substantial organisational growth, now stabilising.

Are you eager to gain hands-on experience and make a real difference in the lives of others? Join us for an internship where you will work alongside a dedicated team focused on improving patient care and advocating for those with rare bleeding disorders. This is an exciting opportunity to learn, grow, and contribute to meaningful work that has a lasting impact.

Main duties and responsibilities

- Assist in the planning and execution of project activities under the guidance of the Behavioural Change Lead;
- Coordinate logistics for project meetings, workshops, and training sessions and provide on-site support when needed;
- Together with the Behavioural Change Lead, coordinate with the EHC's Communication Team for the dissemination of project results (e.g., publications, events, podcasts);
- Address inquiries and provide information about project activities as needed;
- Contribute to the development and refinement of project processes and tools;
- Participate in team meetings and provide input on project strategies and plans;
- Prepare and distribute project-related documentation, including meeting minutes, progress reports, and presentations;
- Manage project files and ensure that all documentation is up-to-date and accurately recorded;
- Handle day-to-day project correspondence and communications;
- Assist in designing and conducting surveys to gather data relevant to project objectives;
- Compile and analyse survey results to inform project decisions;
- Help draft reports and presentations based on survey findings and project progress;
- Carry out any other tasks as required.

Qualifications and requirements

- Minimum Bachelor's degree;
- Excellent written and verbal communication skills in English; knowledge of additional languages is an asset;
- Strong organisational and time-management skills, with an ability to manage multiple tasks and meet deadlines;
- Able to show initiative, self-start, work under tight deadlines and work collaboratively in a dynamic team environment;
- Able to travel and work evenings and weekends as needed.

Desirable (but not mandatory)

- Experience working in project coordination, preferably within the non-profit or healthcare sector, as a student, intern or volunteer;
- Passion for improving patient care and community health;
- Good understanding of haemophilia or other bleeding disorders.

Conditions

- This internship is paid according to Belgian government requirements, between 848,90€ and 1.035,20€, depending on the age of the candidate;
- Benefits: meal vouchers, social security (insurance), public transport reimbursement;
- Location: hybrid workplace – EHC office in Brussels *and* teleworking;
- Preferred starting date: early November 2024;
- Duration: 6 months (maximum);
- Type of contract: full-time internship contract;
- The intern will be required to submit an article/report at the end of the 6-month internship;
- The ideal candidate must have the legal right to reside and work in Belgium and should either be based in Brussels/Belgium or be willing to relocate at their own cost. Please note that we are unable to provide relocation assistance or visa sponsorship.

What we offer

- An invaluable opportunity to gain hands-on experience and develop professionally;
- The opportunity to join a dedicated team and become part of a community passionate about making a positive impact on patient care and advocacy and improving the quality of life of people living with rare bleeding disorders;
- Hybrid workplace;
- Flexible working hours.

Submitting applications

Applications should be submitted to [zita.gacser\[at\]ehc.eu](mailto:zita.gacser@ehc.eu) by **16 October 2024**. The first round of interviews will be held in the week of 21 October.

Applications should consist of **all** of the following:

- Letter of motivation (max. 1 page);
- CV (max. 2 pages);
- Telephone and email contacts for 2 references (these will be contacted after the first interview).

Please note that **incomplete applications will not be considered**.

We are grateful for all applications and thank all candidates in advance for their interest, time and motivation. Unfortunately, because we are a very small team with a heavy workload, we will only contact short-listed candidates. We thank you in advance for your interest and look forward to your application.