



HEAL is recruiting a Communications Assistant (Internship) September 2013 – February 2014

The Health & Environment Alliance is recruiting a Communications Assistant for a six month period from September 2013 through February 2014. The main activities of the intern will be to assist in HEAL's campaign and communications activities, working closely with the Communications team.

The Health and Environment Alliance (HEAL) is a leading European not-for-profit organisation addressing how the environment affects health in the European Union. With the support of its over 65 member organisations, which represent health professionals, not-for-profit health insurers, patients, citizens, women, youth, and environmental experts, HEAL brings independent expertise and evidence from the health community to different decision-making processes (Website: www.env-health.org).

If you would like to be part of a committed team in a dynamic working environment across from the European Commission's headquarters, here is your chance.

Main responsibilities:

- Help manage campaigns and mailings to HEAL's members and network as well as assist in production of HEAL newsletters
- Help manage, maintain and improve the organization's websites
- Take a lead in managing and updating databases of experts and journalists, and proactively promoting HEAL to potential members and stakeholders
- Assist with communication and coordination of HEAL's member organisations and membership outreach
- Assist in the production of information and campaign material
- Assist in the development and follow-up of advocacy campaigns (Chemicals Health Monitor, Coal and Health)
- Assist in the organisation of conferences and workshops
- Carry out other duties that may reasonably be required in the light of the main purpose of the job.

Educational/professional qualifications

- Graduate - bachelor degree in journalism, communication, social sciences
- Previous work or internship experience in communicating on EU or national environment or health policy
- Some journalism or online communication training
- Working knowledge of EU institutions and processes

Skills and abilities

- Very good written and spoken English and French (German language skills would be an asset)
- Excellent working knowledge of standard office software (Word, Powerpoint, Excel)
- Experience in website editing and/or writing on-line articles, blogs, and familiarity with social media
- Excellent communication and intrapersonal skills
- Self starter and reliable, ability to work in tight deadlines, and fast learner
- Ability to work independently and as part of a team

Conditions

- Belgian contract of "professional immersion" of EUR 700 per month
- Duration of 6 months, start date 2 September

Please send us a CV and a cover letter, explaining your interest in joining HEAL and the contribution you believe you could make to the organisation to: jobs@env-health.org **no later than 19 July**. Due to the high volume of applications, we regret that only short listed candidates will be contacted.