



## **HEAL is recruiting a Communications and Office Assistant (Internship) Sept 2017 – March 2018**

The Health & Environment Alliance is recruiting a Communications and Office Assistant to assist HEAL's communications activities and provide administrative support for the range of environmental health issues that HEAL is working on.

The Health and Environment Alliance (HEAL) is the leading European not-for-profit organisation addressing how the environment affects health in the European Union. With the support of more than 75 member organisations, representing health professionals, patients, citizens, women, youth and environmental experts, HEAL helps to bring independent expertise and evidence from the health community to different decision-making processes (Website: [www.env-health.org](http://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**

The intern will report to the Communications and Media Coordinator and work in close collaboration with HEAL's Finance and Office Manager. Activities consist of a balanced mix between communications and operational support and network outreach.

Activities include:

- Assist in the revamp of HEAL website and in managing content on HEAL's main and project websites
- Carry out a scoping of HEAL's membership, develop a promotional strategy, and support the processing of new applications
- Coordinate and manage HEAL's databases, including on our journalist network, and assist with communications calendar
- Coordinate and manage a policy calendar on the EU Presidencies and monitor policy developments
- Assist in supporting HEAL member organisations in their advocacy on EU policy
- Assist in the organisation of conferences, workshops, and any logistical coordination
- Provide organisational support on various administrative and operational duties
- Carry out other duties that may reasonably be required in the light of the main purpose of the job

### **Candidate profile**

#### **Essential:**

- Bachelor degree in communications, EU policy, health, environmental or social science
- Excellent written and spoken English
- Excellent working knowledge of standard office software (Word, PowerPoint, Excel, CMS systems)
- Excellent communication and interpersonal skills
- Ability to work in tight deadlines and manage multiple tasks

#### **Highly desirable:**

- Working knowledge of a second European language
- Experience and sound knowledge of editing website particularly WordPress
- Interest in health and environmental issues

#### **Conditions**

- Belgian contract of "professional immersion" with a monthly salary, coverage of monthly Brussels transportation costs
- Full time position (5 days a week), based at HEAL's Secretariat in Brussels
- Six months contract until mid March 2018

In order to apply, please send 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](mailto:jobs@env-health.org) with the subject line: Application internship comms and admin **no later than 31 August**. Due to the high volume of applications, we regret that only short listed candidates will be contacted.