

HEAL is recruiting a Communications Assistant (Internship) February – July 2019

The Health and Environment Alliance (HEAL) is the leading not-for-profit organisation addressing how the environment affects human health in the European Union (EU) and beyond. HEAL works to shape laws and policies that promote planetary and human health and protect those most affected by pollution, and raise awareness on the benefits of environmental action for health. HEAL's over 70 member organisations include international, European, national and local groups of health professionals, not-for-profit health insurers, patients, citizens, women, youth, and environmental experts representing over 200 million people across the 53 countries of the WHO European Region.

The Health & Environment Alliance is recruiting a Communications Assistant for a 6 month period (February – July 2019). The main activities of the intern will be to assist HEAL's communications work. The intern will report to the Communications and Media Coordinator.

Main responsibilities

Communications:

- Responsible for assisting the communications team in day-to-day activities
- Support with gathering information for communications calendar & other communication tools
- Develop content (visual, video) for social media and online HEAL communication channels
- Upload content to HEAL website and project websites and maintenance
- Support comms colleagues with gathering material for reporting
- Coordinator and administrator of CiviCRM database

Administration:

- Assist in the organisation of conferences, workshops and logistical coordination for the Executive Director and other members of the HEAL Secretariat
- Provide organisational support on varied administrative 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, health or another communications related relevant field
- Excellent written and spoken English
- Excellent working knowledge of standard office software (Word, PowerPoint, Excel, CMS systems)
- Experience and sound knowledge of website editing particularly WordPress, design software
- Excellent communication and interpersonal skills

Highly desirable:

- Knowledge of EU institutions and processes
- Written and spoken German would be an asset
- Strong interest in health and environmental issues
- Ability to work in tight deadlines and manage multiple tasks
- Ability to work independently and as part of a team

Conditions

- Belgian contract of "professional immersion" based on experience of candidate
- Duration of 6 months, start date in February.

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 15 January 2018**. Due to the high volume of applications, we regret that only short listed candidates will be contacted.