



The campaign for environmentally responsible healthcare

# Health Care Without Harm Europe

[www.noharm-europe.org](http://www.noharm-europe.org)

23 March 2018

## Health Care Without Harm (HCWH) Europe is recruiting a Conference and Event Intern

**Location:** Brussels, Belgium

**Position:** This position is for a dynamic, highly motivated and self-organised person with skills in conference and project management who can handle different demands and work independently while being a team player. This 6 months internship contract will be full time (38 hours per week), starting May 2018 or as soon as the position can be filled.

**Specialism:** Supporting HCWH Europe staff and Radboud UMC (conference host and partner) in all aspects of planning and executing the [CleanMed Europe conference](#) in October 2018.

**Gross salary:** This position is remunerated according to Belgium contract of "professional immersion" - €766 per month.

**Closing date:** 16 April 2018.

Interviews will be held between 23 - 27 April 2018, with a starting date 2 May 2017 or as soon as possible.

**About HCWH Europe:** HCWH Europe is a non-profit organisation that works to transform healthcare worldwide so that it reduces its environmental footprint, becomes a community anchor for sustainability and a leader in the global movement for environmental health and justice.

Health Care Without Harm has offices in Europe, US, Latin America, and Asia as well as a global team that works across all regions. HCWH works closely with health professionals, hospitals, healthcare systems, NGOs, local government, ministries of health and international organisations. HCWH Europe is active in 26 countries of the WHO Euro region and has 84 European members. The European office is located in Brussels. Visit: [www.noharm-europe.org](http://www.noharm-europe.org)

**Position Overview:** HCWH Europe is looking for a dynamic, highly motivated and self-organised person that can take initiatives and follow them through, achieving clear, measurable results.

### **Job responsibilities will include:**

1. Working with the Executive Director and other HCWH Europe staff on planning and organising CleanMed Europe (October 2018 )
2. Preparing documents and programme for CleanMed Europe with the Communications team
3. Follow up contacts and calls with sponsors and exhibitors for CleanMed with the Development Officer
4. Participate at internal and external meetings for planning of CleanMed Europe and pre-conference events
5. Keep track of the organisation of CleanMed with a planning tool
6. Liaise with Radboud UMC staff in Nijmegen for CleanMed
7. Assisting the Food Policy Officer in organising a pre-conference event in October 2018 for CleanMed Europe
8. Travel to meetings within Europe and internationally as required
9. Other duties that may reasonably be required in respect of the main purpose of the job

### **Educational/professional qualifications/experience**

- Bachelor/Master Degree desirable
- Experience or interest in environmental health policy
- Experience in organising events and/or marketing

### **Knowledge, skills, and abilities**

- Ability to engage with a wide range of stakeholders (sponsors, exhibitors, speakers, participants), excellent telephone manners
- Excellent proficiency in written English – a working knowledge of another European language would be an advantage
- Excellent writing skills
- Good working knowledge of standard office software (Word, PowerPoint, Excel)
- Strong organisational skills with a proactive, problem-solving attitude.

### **How to apply:**

Please send your CV and a one page covering letter explaining your motivation for the position to [jobseurope@hcwh.org](mailto:jobseurope@hcwh.org) by **16 April 2018** and state '**Application for Conference and event Internship**' in the subject line. Please note that only candidates selected for an interview will be contacted.