

## Conference & Events Assistant Internship | Job description & person specification

<b>Job title</b>	Conference & Events Assistant
<b>Location</b>	The position will be based at HCWH Europe's office in Brussels
<b>Eligibility</b>	All candidates must hold the right to work in the European Union
<b>Hours</b>	Full-time, 38 hours per week
<b>Salary &amp; benefits</b>	€800 per month internship contract (CIP) 9-month contract
<b>Closing date</b>	Applications will be reviewed on a rolling basis until 10/03/2020  HCWH Europe reserves the right to close the application process upon selection of a suitable candidate; early applications are therefore encouraged.
<b>Starting date</b>	ASAP after 01/04/2020

### About Health Care Without Harm (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.

HCWH has offices in Europe, US, 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 27 countries of the WHO Euro region and has a growing number of members. The European office is located in Brussels.

For more information, visit: [www.noharm-europe.org](http://www.noharm-europe.org)

## **Position overview**

Reporting to the *Associate Director Engagement & Partnerships*, the Conference & Events Assistant will be heavily involved in the day-to-day planning and logistics for HCWH Europe's major conference: [CleanMed Europe 2020](#)

The ideal candidate will have an interest in environmental and/or health issues, and have experience of organising events, conferences or meetings. They will be dynamic, extremely well organised, able to manage different demands, and work independently whilst being an excellent team player.

## **Key responsibilities:**

1. Work with the Associate Director Engagement & Partnerships and other HCWH Europe staff to organise and plan for the CleanMed Europe 2020 conference (to be held in Brussels in December 2020)
2. Preparing documents and conference programme for CleanMed Europe with the Communications Team
3. Following up with contacts and calls with sponsors and exhibitors for the conference, in coordination with the Fundraising & Development Manager
4. Working with the Operations Manager, ensure clear and consistent communications with vendors (catering, venue etc.) so that contracts are sent and signed on time, and that invoices are issued and paid accordingly
5. Participating in internal and external planning meetings for CleanMed Europe and pre-conference events
6. Keeping the CleanMed Europe internal planning and tracking tool updated
7. Liaising with partners in the organisation and promotion of the event
8. Coordinating with staff, volunteers, vendors, sponsors, and exhibitors during the event, ensuring that the conference runs as smoothly as possible
9. Working with the Communications Team, develop and send out a post-conference survey and collate results to be presented to team
10. Travel to meetings within Europe and internationally as required
11. Other duties that may reasonably be required in respect of the main purpose of the job

## **Required qualifications and experience:**

- Bachelor/Masters Degree desirable
- Experience or interest in environmental and health issues
- Experience in event management and/or marketing

## **Desired knowledge, skills, and abilities:**

Fluent English (verbal and written) is mandatory for this role; working knowledge of other European languages (particularly French) would be an advantage.

- Ability to engage with a wide range of stakeholders (sponsors, exhibitors, speakers, participants)
- Excellent telephone manner and verbal communication skills
- Excellent writing skills
- Working knowledge of standard office software (Word, PowerPoint, Excel)
- Strong organisational skills with a proactive, problem-solving attitude.

## **How to apply:**

All candidates must hold the right to work in the European Union.

To apply for the position please send an email to [jobseurope@hcwh.org](mailto:jobseurope@hcwh.org) following these steps:

1. Include your last name at the beginning of the subject line  
i.e. *LAST NAME Application for Conference & Events Assistant*
2. Attach your CV and cover letter explaining your motivation for the position  
(please include your last name at the beginning of the filenames)
3. Please let us know where you found the position advertised

Only candidates selected for an interview will be contacted.

Interviews are expected to be held on week beginning 23 March.