

Internship | Conference & Network Development Assistant Job description & person specification

Job title	Conference & Network Development Assistant
Location	The position will be based at HCWH Europe's office in Brussels (Currently remotely within Belgium as per COVID-19 restrictions)
Eligibility	All candidates must hold the existing right to work in the European Union
Hours	Full-time, 38 hours per week
Salary & benefits	€800 per month - internship contract (CIP) 6-month contract (Belgium residents) 9-month contract (non-Belgium residents)
Deadline to apply	12/03/2021
Starting date	01/07/2021 (Belgium residents) ASAP after 01/04/2021 (non-Belgium residents)

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 30 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

Position overview

Reporting to the *Associate Director Engagement & Partnerships*, the Conference & Network Development Assistant will be centrally involved in the day-to-day planning and logistics for HCWH Europe's major conference, CleanMed Europe 2021, which will be held online in December 2021. The ideal candidate will have an interest in environmental and/or health issues, and have experience in organising events, conferences or meetings, preferably in a virtual setting. 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 2021 conference (to be held virtually in December 2021)
2. Preparing communications materials for the conference in collaboration with the Communications Team
3. Assist in building the pipeline for potential sponsorship prospects, including scoping out companies that could be a good fit for CleanMed Europe and researching specific contact information
4. Following up with sponsors and exhibitors in coordination with the Development Team, in advance of and during the conference
5. Work with the Development Team and Operations Manager to ensure invoices are issued to sponsors and exhibitors and paid on time
6. Work with the Operations Manager to ensure clear and consistent communications with vendors so that contracts are sent and signed on time, and that invoices are issued and paid accordingly
7. Participate in internal and external planning meetings for CleanMed Europe and pre-conference events
8. Keep the CleanMed Europe internal planning and tracking tool updated
9. Liaise with partners in the organisation and promotion of the event
10. Coordinate with staff, attendees, vendors, sponsors, and exhibitors during the event, ensuring that the conference runs as smoothly as possible
11. Provide technical assistance to the HCWH Europe team in running sessions via the conference platform
12. Act as the main point of contact for attendees and potential attendees, maintaining the CleanMed Europe general inbox
13. Develop and disseminate a post-conference survey and collate results to be presented to the wider team and Board of Directors
14. Help implement the organisation's Network Development Strategy, with a particular focus on the *Global Green & Healthy Hospitals* and *Doctors for Greener Healthcare* networks
15. Other duties that may reasonably be required of the role

Required qualifications and experience:

- Bachelor/Master's Degree desirable
- Experience or interest in environmental and health issues
- Experience in event management and/or marketing (preferably in a virtual setting)

Desired knowledge, skills, and abilities:

Fluent English (verbal and written) is mandatory for this role; working knowledge of other European languages 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
- Excellent IT skills (experience working with online conference/events/meeting platforms would be a distinct advantage)
- 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 following these steps:

1. Include your last name at the beginning of the subject line
i.e. *LAST NAME Conference & Network Development 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

Deadline to apply: **12/03/2021**

Only candidates selected for an interview will be contacted.

Interviews are expected to be held on 22 and 23 March 2021.