

PROJECT ASSISTANT (INTERN)

The **European Haemophilia Consortium (EHC)** is seeking a dedicated and highly organised junior **Project Assistant** to join our dynamic team at the EHC as part of our **Youth Fellowship Programme (YFP)**. This internship opportunity will provide the selected candidate with hands-on experience while supporting the Community & Projects Lead in coordinating and implementing projects aimed at improving the quality of life for patients with rare bleeding disorders.

This role involves a combination of project and event support, administrative tasks, and data analysis. The ideal candidate is passionate about working with and for patients, highly organised, and capable of managing multiple tasks efficiently. As part of the YFP, the internship will focus on integrating youth members into the European patient community, helping develop skills that benefit the intern, the EHC, and EHC National Member Organisations (NMOs) alike. Applicants therefore **must** be from the bleeding disorders community and be members of one of the EHC's National Member Organisations (NMOs).

Summary

The **EHC** is an international patient-led and non-profit organisation that represents 48 national patient organisations (NMOs) for people with rare bleeding disorders from 27 EU Member States and many Council of Europe Member States. The EHC's team is composed of 9 individuals from multiple nationalities, with our work being co-implemented alongside a large network of volunteers, consultants, and service providers. Founded in 1989, the EHC's mission is to improve the lives of people with rare bleeding disorders by advocating for patient rights, access to care, and enhancing overall quality of life.

The **Youth Fellowship Programme (YFP)** is an integral part of EHC's youth-oriented strategy aimed at keeping youth members engaged and actively involved in our community. The goal of the **Youth Internship Programme** is to integrate youth members further into the European patient community while providing opportunities for learning, skill development, and creating lasting connections.

Main duties and responsibilities

- Assist in the planning and execution of project activities under the guidance of the Community & Projects Lead;
- Coordinate logistics for project meetings, workshops, and training sessions and provide on-site support when needed;
- Together with the Community & Projects Lead, coordinate with the EHC's Communication Team for the dissemination of project results (e.g., publications, events, videos);
- Address inquiries and provide information about project activities as needed;
- Contribute to the development and refinement of project processes and tools;
- Participate in team meetings and provide input on project strategies and plans;
- Prepare and distribute project-related documentation, including meeting minutes, progress reports, and presentations;

- Manage project files and ensure that all documentation is up-to-date and accurately recorded;
- Handle day-to-day project correspondence and communications;
- Assist in designing and conducting surveys to gather data relevant to project objectives;
- Compile and analyse survey results to inform project decisions;
- Help draft reports and presentations based on survey findings and project progress;
- Carry out any other tasks as required.

Qualifications and requirements

- Minimum Bachelor's degree;
- Excellent written and verbal communication skills in English, knowledge of additional languages is an asset;
- Strong organisational and time-management skills, with an ability to manage multiple tasks and meet deadlines;
- Able to show initiative, self-start, work under tight deadlines and work collaboratively in a dynamic team environment;
- Able to travel and work evenings and weekends as needed;
- Must be a member of one of the EHC's National Member Organisations (NMOs).

Desirable (but not mandatory)

- Experience working in project coordination, preferably within the non-profit or healthcare sector, as a student, intern or volunteer;
- Passion for improving patient care and community health.

Conditions

- This internship is paid according to Belgian government requirements;
- Benefits: meal vouchers, social security (insurance), public transport reimbursement;
- Location: hybrid workplace – EHC office in Brussels *and* teleworking;
- Preferred starting date: September 2025;
- Duration: 6 months (maximum);
- Type of contract: full-time internship contract;
- The intern will be required to submit an article/report at the end of the 6-month internship;
- This internship is open to both local and international candidates with the legal right to reside and work in Belgium, including those requiring ongoing medical treatment. The selected intern must be willing to relocate to Brussels. We offer relocation support, travel arrangements, assistance with housing, and access to appropriate medical treatment for candidates with specific health needs. Please note that we are unable to provide visa sponsorship.

What we offer

- An invaluable opportunity to gain hands-on experience and develop professionally;
- The opportunity to join a dedicated team and become part of a community passionate about making a positive impact on patient care and advocacy and improving the quality of life of people living with rare bleeding disorders;
- Hybrid workplace;
- Flexible working hours;
- Relocation support.

Submitting applications

Applications should be submitted to zita.gacser@ehc.eu by **7 July 2025**. The first round of interviews will be held in the week of 14 July.

Applications should consist of **all** of the following:

- Letter of motivation (max. 1 page);
- CV (max. 2 pages);
- Telephone and email contacts for 2 references – one of the references must be part of the NMO leadership (these will be contacted after the first interview).

Please note that **incomplete applications will not be considered**.

We are grateful for all applications and thank all candidates in advance for their interest, time and motivation. Unfortunately, because we are a very small team with a heavy workload, we will only contact short-listed candidates. We thank you in advance for your interest and look forward to your application.