

## **Communications Volunteer Internship, Health Action International (HAI) Europe (Amsterdam office)**

**Duration:** Minimum of four months, with the possibility of extension by mutual consent.

**Hours:** Minimum of 32 hours per week

### **The successful applicant will:**

- Acquire valuable experience of working in an international advocacy NGO
- Gain extensive exposure to the EU policymaking environment and its mechanisms
- Develop their communications skills and knowledge in the area of advocacy

### **Duties**

- Design and layout for publications and advocacy materials, including placement of text, graphics, and photos
- Management of CMS website: uploading content, some technical management
- Proof-reading, editing, and dissemination of publications
- Media monitoring/tracking for project-related news and news coverage of HAI Europe
- Managing press contact lists and some press enquiries
- Additional administrative support to project staff

### **Essential skills and competencies**

- Excellent IT skills, in particular for MS Office programmes, social media, and CMS web management systems
- High level of fluency in English, with proven editorial and writing skills. Other European languages are an advantage
- Excellent organisational skills
- Visual creativity and artistic sense together with strong attention to detail
- Ability to work under minimum supervision
- Ability to prioritise work tasks and work to short deadlines
- Commitment to HAI's values regarding citizen-centred health policies

### **Desired experience**

- Previous experience/knowledge of health policy, in particular medicines policy
- Previous experience/knowledge of the EU policymaking environment
- Background in marketing and/or communications

**Remuneration:** 150E per calendar month. Please note- interns will be expected to make their own arrangements for travel to the Netherlands and accommodation.

**Application:** Please submit a cover letter (no more than 1 page) and an updated CV in English to Mrs. Rose de Groot: [rose@haieurope.org](mailto:rose@haieurope.org). The deadline for applications is **7 January 2011**

*Please note: Applicants must have a student and/or work and/or residency permit for the Netherlands. Applications that do not meet these specifications will not be considered.*