

Project Assistant Volunteer Internship, Health Action International (HAI) Europe (Amsterdam office)

Duration: Minimum of four months, maximum of 10 months, with negotiable start and end dates

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 policy making environment

Duties

- Identify relevant European student organisations and communicate with them about areas of HAI Europe's work
- Manage and update HAI Europe databases
- Provide logistical support for the organisation of events
- Assist in project-related research and outreach to potential members
- Provide support for the management of the HAI Europe website
- Carry out administrative duties relevant to HAI Europe's work

Essential skills and competencies

- Excellent working knowledge of Microsoft Office and online research tools
- Fluent in English. Other European languages are an advantage
- Excellent organisational skills
- Flexibility and ability to handle multiple tasks independently
- Commitment to HAI's values regarding citizen-centered health policies

Desired experience

- Previous experience/knowledge of health policy, in particular medicine policy
- Previous experience/knowledge of health and related NGOs at the national and/or European level

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. 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 with these specifications will not be considered.