



Brussels, August 2020

The Federation of European Academies of Medicine (FEAM) is recruiting an **intern** to join its Secretariat team in September/ October 2020

(3 months, full-time, paid internship with possibility of extension subject to performance)

About the Federation of European Academies of Medicine (FEAM)

FEAM's mission is to promote cooperation between national Academies of Medicine and Medical Sections of Academies of Sciences in Europe; to provide them with a platform to formulate their collective voice on matters concerning human and animal medicine, biomedical research, education, and health with a European dimension; and to extend to the European authorities the advisory role that they exercise in their own countries on those matters. More information about FEAM can be found at www.feam.eu

Title: Intern

Starting date: September/ October 2020

Location: Rue d'Egmont 13, 1000-Brussels or home based subject to current circumstances

Job Description

FEAM is looking to recruit a motivated and enthusiastic Intern to support the work of its secretariat team. The successful candidate will have **experience in the field of communications, preferably in the field of European biomedical science policy**, and will work in a small team to advance FEAM's work. This would include [current projects and policy priorities](#) as well as supporting the work of the [FEAM European Biomedical Policy Forum](#) and [SAPEA](#). The intern will be based at the FEAM headquarters in Brussels and report to the FEAM Executive Director. He or she will also work in close cooperation with other FEAM officers.

Responsibilities and tasks

- Administrative tasks including diary management, minutes taking and updating internal databases;
- Support the organisation of physical or virtual meetings for FEAM, the FEAM European Biomedical Policy Forum or SAPEA;
- Support communication tasks such as updating FEAM's website, drafting content for Twitter and LinkedIn and preparing periodical newsletters;
- Monitor policy developments of EU Institutions and other relevant stakeholders in the field of biomedical science policy and preparing internal briefings;
- Assist the secretariat team at FEAM in other related tasks as needed.

Skills, experience and qualification requirements

- University degree, preferably in Communications and Public Relations, Journalism, Social Sciences or similar (required);
- Experience in the field of communications including website and social media management (required);
- Understanding of EU policymaking and experience in biomedical science policy (desirable);

- Native English speaker or fluent in English (required); fluency in another European language (desirable);
- Organisational skills and a team player spirit are required while able to work independently;
- Good writing skills (required):
- IT skills, including Excel, PowerPoint, and Word (required);
- Team work approach, well organised and good attention to detail (required);

What do we offer?

- A small and friendly work atmosphere;
- The opportunity of gaining professional experience in a membership-based European biomedical policy organisation;
- A paid 3 month internship with possibility of extension.

Job application

Please send your CV and cover letter* to Laurence Legros (laurence.legros@feam.eu) by **31 August 2020**.

*By sending us your CV and cover letter you agree that your data is processed for the purpose of this application only.

Please note that we will only contact shortlisted candidates and interviews will take place during the first week of September. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.