



Brussels, 23 September 2019

The Federation of European Academies of Medicine (FEAM) is looking for an **intern** to join its Secretariat team in October 2019

**(6 months, full-time, paid internship)**

### **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](http://www.feam.eu)

**Title:** Intern

**Starting date:** October 2019

**Location:** Rue d'Egmont 13, 1000-Brussels

### **Job Description**

FEAM is looking to recruit an Intern to support the work of its secretariat team.

### **Responsibilities and tasks**

The successful candidate 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](#) (Science Advice for Policy by European Academies). More specific tasks might include the following:

- Support the organisation of events for FEAM, the FEAM European Biomedical Policy Forum or SAPEA;
- Support communication tasks such as updating FEAM's website or drafting content for Twitter and LinkedIn;
- Support the secretariat team with administrative tasks such as updating internal databases (events and contact lists) or preparing periodical newsletters;
- Monitor policy developments of EU Institutions and other relevant stakeholders;
- Undertake research and draft brief policy notes on EU policy developments under the guidance of other members of the team;
- Assist the secretariat team at FEAM in other related tasks as needed.

### **Skills, experience and qualification requirements**

- Relevant university degree (required);
- Native English speaker or fluent in English (required);
- IT skills, including Excel, PowerPoint, and Word (required);
- Team work approach and good attention to detail (required);
- Experience with website and social media management (desirable);
- Understanding of EU policymaking and experience in science policy (desirable);
- Other EU languages (desirable);

### **What do we offer?**

- A small and friendly work atmosphere;
- The opportunity of gaining professional experience in a European health-related organisation;
- A paid 6-months internship



### **Job application**

Please send your CV and cover letter\* to Laurence Legros ([laurence.legros@feam.eu](mailto:laurence.legros@feam.eu)) and Hannah Whittle ([hannah.whittle@feam.eu](mailto:hannah.whittle@feam.eu)) before **Friday 18 October 2019**.

\*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. 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.