



Brussels, 20 April 2023

The [Federation of European Academies of Medicine \(FEAM\)](#) is recruiting a talented and motivated **Communications & Events Intern** to join its Secretariat team.

Title: Communications & Events Intern

Starting date: May 2023

Location: Rue d'Egmont 13, 1000, Brussels. A mix of teleworking and office-based work is offered. Travel within the EU is expected.

Duration: 6-months internship (convention d'immersion professionnelle)

Interviews will take place on a rolling basis

About the Federation of European Academies of Medicine (FEAM)

FEAM represents a network of 23 National Academies of Medicine, of Pharmacy and of Veterinary Sciences, Medical Divisions of other national Academies. Its mission is to underpin European biomedical policy with the best scientific advice drawn from its member Academies who represent over 4 000 leading scientists from across the whole biomedical spectrum. FEAM seeks to promote cooperation between the Academies and provides them with a platform to formulate a collective voice, with a European dimension, on matters concerning human and animal medicine, biomedical research, education, and health. FEAM strives to improve the health, safety and wealth of European citizens through research by promoting a nurturing, creative and sustainable environment for medical research and training in Europe. More information about FEAM can be found at www.feam.eu

Job Description and key responsibilities

FEAM is looking to recruit a motivated Communications & Events Intern to support the work of its secretariat team. The successful candidate will have interest and experience in the field of communications and will work in a small team to advance FEAM's work. The successful candidate will provide support in the development of current health-related policy projects, in the context of the FEAM European Biomedical Policy Forum, PERISCOPE and SAPEA.

Responsibilities and tasks

- Support communication tasks such as updating FEAM's website, developing media campaigns, preparing written and visual content for social media, drafting of the regular newsletter.
- Support the organization of physical or virtual meetings/events, FEAM Board and Council meetings;
- Monitor policy developments of EU Institutions and other relevant stakeholders in the field of biomedical science policy
- Assist the secretariat team at FEAM in other related tasks as needed.
- Support in drafting internal briefings and minutes;

Job profile, 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)
- Excellent oral and written proficiency in English (required – a second EU language would be desirable)
- Good writing skills (required)
- Good understanding of the EU policy-making process, inter-institutional, and other EU stakeholder's ecosystem (desirable)
- Good organisational and management skills (desirable)
- Logistical skills for the planning and management of meetings and events, such as workshops and conferences (desirable)

What do we offer?

- A small and friendly working environment;
- The opportunity of gaining professional experience in a membership-based European biomedical policy organisation;
- A paid 6-month internship with possibility of extension;

Job application

Please send your CV and cover letter (max. 2 pages)*, by email to info@feam.eu with the subject "**Communications & Events Intern**". We are reviewing applications on an ongoing basis so please submit your application as soon as possible, and **no later than 30 April 2023, 23:59 (CET)**.

*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.