



Organisational Development (Internship/Traineeship)

Background

EPHA is the leading European public health NGO working to improve health, reduce health inequalities, and strengthen the voice of public health in Europe.

As with any organisation in any sector, NGO included, organisational development is the seamless power that makes things happen behind the scenes. This Organisational Development traineeship position offers an exciting mix of bubbly and operational: the trainee will get acquainted with the “Brussels bubble” NGO scene, while learning how a European membership-based organisation operates.

Throughout the traineeship, the candidate will closely interact with EPHA Team in different areas of work, but also have ample opportunities to interact with EPHA’s versatile membership – from heavy-weight European umbrella organisations to the smallest of grass roots. The trainee will be offered opportunities to develop critical organisational skills including project management (including time and task management), proposal writing, desk research and data analysis, database management, communications and more.

Key responsibilities

A dedicated Organisational Development Team supports and amplifies the impact of EPHA’s initiatives, through communication, capacity building, project management, stakeholder engagement, funding coordination and more. Within this core team, the Organisational Development trainee will work directly with EPHA’s Senior Projects Manager.

Project Management Support:

- Support the preparation and documentation of project proposals and quarterly and ad-hoc project reports.
- Maintain databases and project records, ensuring all data is accurate and up to date.
- Contribute to project management tasks to track KPIs and ensure efficient engagement of EPHA members.

Communications:

- Assist in the coordination of workshops and events ensuring smooth logistical and communication flow.
- Provide creative input for the development and execution of social media, and communication strategies or campaigns to enhance organisational visibility and engagement.
- Support the creation and delivery of visual and written content for newsletters, reports, and digital platforms.
- Assist in the development and updating of membership materials and presentations to communicate project outcomes and engagement opportunities.

Stakeholder Engagement:

- Assist in mapping and identifying prospective members, partners and other stakeholders.
- Participate in the design and implementation of strategies to engage and inspire stakeholders, tailoring approaches based on their needs and priorities.
- Support outreach and follow-up communications with stakeholders, ensuring clear and consistent messaging.
- Assist in membership renewal processes and feedback or exit interviews to inform future strategies.

The successful candidate MUST meet the following criteria:

- Master's student/graduate, preferably but not necessarily in an area of business administration, management, organisational leadership
- Maximum 1 year working experience; volunteer experience is an advantage
- Excellent English language skills, both verbal and written, to present and produce high-quality written outputs; additional languages are an advantage

Desired:

- Strong project management/organisational skills; keeping track of tasks; knowing how to prioritise; attention to detail; able to show initiative
- Experience of Teams, Word, PowerPoint and Excel; Experience of CRM systems is desired, but a willingness to learn is essential
- Strong interpersonal/culturally sensitive communication skills to independently communicate with relevant stakeholders
- Culturally sensitive to build trust relationships with a wide range of stakeholders; Ability to work on your own initiative, meet deadlines and organise workload

Conditions

- Full-time position
- Minimum duration internship/traineeship: 6 months
- Internship unpaid/traineeship under Convention d'immersion professionnelle (CIP) benefit of 1200,00 Euros/month
- Professional experience in a multicultural organisation

Application process

- Send your CV and motivation letter to jobs@epha.org stating 'Organisational Development Trainee' in the subject line
- Deadline: November 1, 2024
- Interviews will take place: Virtually through the Microsoft Teams App
- Foreseen starting date: As soon as possible

We are committed to crafting an inclusive culture that celebrates diversity, and strive to be a Great Place to Work for All. All qualified applicants will be considered for employment, regardless of any aspect that makes them outstanding (including race, religion, national origin, gender, sexual orientation, age, marital status, pregnancy, disability). If you need any accommodation due to disability or any other reason, you can let the recruiter know during your application process.