

Event & Communications Intern (June – December 2025)

European Heart Network (EHN) – Brussels

The **European Heart Network (EHN)** is looking for a motivated and detail-oriented **Event & Communications Intern** to join our team from **June to December 2025**. The intern will support both day-to-day communications activities and the organisation of a high-level conference taking place in November 2025. This is an excellent opportunity for someone interested in **communications, event management, and EU public health policy**.

Key Responsibilities

Communications

- Support the implementation of EHN's communications strategy, including advocacy campaigns around key awareness dates.
- Assist in content creation for newsletter, social media and website.
- Help manage and update EHN's website (WordPress), Mailchimp mailing lists, and social media channels.

Events

- Support the organisation of EHN's events, particularly the 2-day **November 2025 conference on non-communicable diseases (NCDs)**, including assistance with in-person, hybrid, and online formats.
- Coordinate logistical aspects such as venue selection, catering, audiovisual arrangements, and liaison with external service providers.
- Assist with participant registration, management of attendee databases, and communications with participants before, during, and after the event.

Profile

Education & Experience

- University degree or relevant background in communications, event management, European studies, or public health.

- Previous experience (including internships or volunteer work) in communications and/or event organisation is an asset.
- Enrolment in a university is **not required**.

Skills & Competencies

- Interest in EU public health policy and advocacy.
- Strong organisational skills and attention to detail.
- Excellent written and verbal communication skills in English; working knowledge of French is strongly preferred, particularly for event logistics.
- Creative mindset and motivation to contribute to a small, dynamic team.

Desirable Knowledge & Tools

- Familiarity with tools such as Microsoft Teams, SharePoint, WordPress, Mailchimp, Canva, and major social media platforms.
- Experience with participant registration systems or maintaining contact databases (e.g. in Excel, Airtable, or other CRM-type tools).
- Knowledge of EU institutions and the Brussels NGO landscape is an advantage.
- Background or interest in health policy, cardiovascular health, NCD prevention, or commercial determinants of health is a plus.

Conditions

- The internship is offered under a **Convention d'immersion professionnelle (CDP)** contract, with standard benefits.
- The position is based in **Brussels**, with a **hybrid work arrangement** (teleworking combined with **2–3 days per week in the office**).
- The internship will run from **23 June to 23 December 2025**.
- Candidates must have the right to work in Belgium.



To Apply

Please send your **CV and a short cover letter** outlining your interest in the role to Alessandra Boschi, Advocacy and Communication Coordinator, at aboschi@ehnheart.org by **2 May 2025**.

