

INTERN FOR THE EVENTS DEPARTMENT

JOB DESCRIPTION

Reports to: EASL Head of Events

Location: EASL Office in Geneva, Switzerland

Occupation: 100%

About EASL

EASL was established in 1966 by a founding group of 70 European hepatologists. Over the past 50 years it has grown into a major European medical association with significant international representation and global influence. EASL currently has nearly 4,500 members from all continents, and the annual meeting is now the major international scientific event for liver diseases with 10,000 participants. EASL's core mission is the promotion of science, research and education concerning liver diseases and to be the advocate for the liver for the benefit of patients. EASL runs a comprehensive portfolio of conferences, schools and related educational meetings. More recently, EASL has established a broad collection of online education and digital tools. EASL acts as an advisor to European and national health authorities.

EASL activities and projects are coordinated by the EASL office in Geneva, which currently hosts nearly 30 employees across several departments. The current office covers a broad range of expertise from events management, education and publishing to marketing, finance management and public relations.

We are looking for a student/young professional, commercial/hostelry/tourism or other related trainings, willing to have an experience in a very stimulating events team. Duration/compensation of the contract to be discussed.

The intern will have to perform the following tasks:

- Grants: online submission process
- Revision, compilation, mapping of all MOUs with sister companies, national societies and other non-liver associations in terms of events requirements.
- RFPs answers compilation
- Budget templates update
- Database update (all contacts: providers, hotels, airlines, EASL people, cities alliance, etc.)
- Creation of contract under our supervision
- Manage generic mailboxes (when required)
- Event template documents: floorplan, master schedule, check list/retro-planning, statistics, staff guide
- International event calendar + EASL calendar -> updates
- GB meetings: Geneva possibilities in terms of hotels and meeting rooms
- Follow up the storage (Merkure)
- Set up an inventory of Events Material
- For the International Liver CongressTM: following the clothing ILC order for the staff
- Other events "Nice to have" type of sessions + ideas for sustainable meetings
- Events' ID cards
- Other duties requested by the Management

The skill set required:

- Willingness to carry out administrative tasks
- Strong interpersonal, oral and written communication skills
- Proficiency in MS Office, emails and internet
- Multitasking and flexible
- Service oriented
- Meticulous, precise and rigorous

Contact details:

- Only complete application (CV, motivation letter and Certificate and Diplomas) will be considered. Please send them to recruitments@easloffice.eu

NB. Due to time constraints, we will only answer to the applicants that are selected for a first round of interview. Thank you for your understanding.