

## JOB DESCRIPTION

Position title: Scientific Programme Intern  
Reports to: Scientific Programme manager  
Location: EASL Office in Geneva  
Occupation: FTE 100%  
Start date: As soon as possible

### **The Association:**

The European Association for the Study of the Liver was established in 1966 by a founding group of 70 European hepatologists. It has since grown into a major European medical association with significant international representation and global influence. EASL's core mission is the promotion of research, education and policy concerning the liver and liver health. EASL currently has over 4,500 members from all continents, and the annual meeting is the major international scientific event on liver health with more than 10,000 participants. Alongside this major event 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 for the research, practice, and patient communities. Additionally, EASL acts as an advisor to European and national health authorities. All EASL activities and projects are coordinated and executed by the EASL office in Geneva. The office team covers a broad range of expertise from events management, education, publishing, business development, marketing, public health, advocacy, finance, administration, and public relations.hr

### **Position Summary:**

Provide direct support to the Scientific Programme Manager and scientific programme team in the activities related to the Scientific Programmes management, including but not limited to planning and data management of events programme, sessions, faculty, abstracts and posters. Collaborate in the development of database management and development of interactive tools to enhance the scientific activities performances and reporting.

### **Major Duties and Responsibilities:**

#### EASL Events

The EASL congress occurs every year in June and hosts roughly 6'000 delegates. About 150 sessions are organised and the Scientific programme team oversees, under the guidance of the scientific committee, the organisation of the sessions.

- Provide support in the setup of the online programme in the conference planning system
- Help with faculty invitations
- Provide support in the integration of the programme in the other digital congress systems (congress platform, mobile app, ePoster platform...)
- Provide support in the handling of congress abstracts:
  - Provide support to the abstract submitters during the submission process
  - Aid for the editing and formatting of selected abstracts
- Posters (under the supervision of the Scientific and education coordinator):
  - Manage oral ePoster and poster tour session selection process
  - Manage logistical aspects of poster activities both before and during EASL Congress
  - Manage all communications with poster presenters in relation to their poster/ePoster presentation(s) and liaise with the ePoster provider regarding information and communications
- Develop, under the supervision of the scientific programme manager, a system for efficient collection and filing of Conflict of Interests declaration and streaming & recording authorisation forms

## Administrative support and other duties

- Collaborate in the development of database management
- Participate in the development of interactive tools to enhance the scientific activities performances and reporting
- Provide support in the preparation of reports
- Organise and schedule meetings and appointments from the scientific department (video conference and physical meetings)

## Skills needed

- “Maturité professionnelle” or equivalent (2-3 years) preferred
- Attention to detail
- Team player and solution oriented
- Language skills:
  - Proficient in English, B2 or native language required
  - Excellent written and verbal communication skills
  - Knowledge of French is a plus
- Technical skills:
  - Very comfortable with use of digital tools
  - Ability to quickly learn and adapt to unfamiliar IT systems independently or in formal training
  - Proficient in:
    - Excel - Formulas, graph, pivot tables and simple formulas are minimum requirements
    - Word - Use of macros a plus
  - Good command
    - Microsoft office (Outlook, Teams and PowerPoint)

Please send complete application (CV, motivation letter, Certificates and Diplomas) to [recruitments@easloffice.eu](mailto:recruitments@easloffice.eu)

Only complete applications will be considered.

n.b.: 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.