

12 July 2023

## EDUCATION & SCIENCE INTERN

Reports to: EASL Science & Education Team  
Location: EASL Office in Geneva  
Start date: As soon as possible, CDD at least 6 months  
Occupation: 100%

### **The Association:**

The European Association for the Study of the Liver (EASL) is a non-profit organisation with its headquarters in Geneva, Switzerland. It performs its duty under a written constitution. All EASL activities and projects are coordinated by the EASL office in Geneva, which employs more than 35 people across several departments. The diverse and dynamic team offers a broad range of expertise from events management, education and publishing to marketing, finance management and public relations.

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 has approximately 5,000 members from all continents, and the annual meeting is now the major international scientific event for liver diseases with more than 9,000 participants. EASL's core mission is the promotion of research and education concerning the liver and liver diseases. EASL runs a comprehensive portfolio of conferences, schools, and related educational meetings. More recently, EASL has also established a broad collection of online education and digital tools. EASL acts as an advisor to global, regional and national health authorities, patient organisations and civil society on public health, policy and advocacy matters.

### **Mission:**

EASL is looking for an efficient intern who will be able to provide direct support to the Science & Education Coordinators for all educational activities.

### **Key responsibilities include:**

- Coordinate Educational event webinars across different projects.
- Invite faculty and schedule informational briefing calls.
- Liaise with providers for various projects.
- Provide support for all online educational events.
- Creation of weekly reports.

**Required skills:**

- Fluency in English (perfect written and spoken English).
- Willingness to carry out administrative tasks.
- Proficiency with MS Office and Zoom event scheduling.
- Strong interpersonal, oral, and written communication skills.
- Organised, precise, and rigorous.

**What we offer:**

- Purpose
- Flexible working hours
- Diverse, equitable and inclusive workplace and employer
- One to one management and mentoring

*EASL is committed to equality of opportunity and encourages applications from all qualified candidates regardless of sex, age, disability, gender identity, religion, or ethnicity.*

**Contact details:**

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

Only complete applications will be considered. Please note that due to time constraints, we will only answer the applicants that are selected for a first round of interview. Thank you for your understanding.