

## Scientific Programme Trainee (80-100%), Kilchberg – Zurich

The European Alliance of Associations for Rheumatology (EULAR) represents people with arthritis/rheumatism, health professionals, and scientific societies of rheumatology across Europe. EULAR is a non-profit scientific and educational association recognised by Swiss law.

The EULAR Scientific Programme Trainee will be part of the Scientific Programme Department. This team is responsible for developing the programme of one of the largest European medical congresses. In close collaboration with the Congress Chairs and its Committee, the team designs the programme structure, helps with the selection of topics and speakers across the nearly 180 programmes sessions. They facilitate the submission and review process of over 5,000 abstracts. By collaborating with the volunteers, they ensure the programme is relevant and up-to-date for all 13,000 congress delegates from across the world. Furthermore, the traineeship gives you the opportunity to have insights on how the programme is communicated via our website, newsletters, congress app and on-demand platform.

This traineeship offers the opportunity to interact with our diverse communities and interest groups in the world of Rheumatology and related diseases.

### Your tasks:

- Works closely with the Scientific Programme team and Congress Committee to support the development of the EULAR Congress 2026 programme.
- Helps plan invited speaker sessions, making sure everything's on time and on point.
- Assists with the abstract submission, review, and notification process.
- Supports the team in setting up, testing, and delivering the scientific programme and abstract booklets using various congress management tools.
- Provides editorial support for the congress communication channels, including the website, newsletters, congress app, and on-demand platform.
- Assists with administrative tasks, such as documentation, note taking, mailbox monitoring, answering requests, information distribution, preparation of PPR presentations, surveys and reporting.

### Your profile:

- Currently pursuing or recently completed a degree in Event Management, Project Management, or a related field
- No medical knowledge required
- Interest and motivation to work in the non-profit sector
- Organisational and multitasking skills
- Attention to detail and a proactive approach to problem-solving
- Excellent communication and interpersonal abilities
- Fluent in English, written and spoken.
- Proper knowledge of Microsoft Office Suite, in particular Excel and Outlook, and project management software.
- Ability to work independently and as part of a team

**Start:** 1 July or 1 August 2025

**Duration of traineeship:** 10-12 months

**Interested?** Submit your CV, reference letters, and letter of motivation via this [link](#)