



Position Title:	Summer Patient Advocacy Intern
Department:	Patient Advocacy
Hiring Manager:	Sarah Friedhoff

Our vision is a world where science, passion, and compassion create better todays and more tomorrows.

Overview of Role:

The Patient Advocacy intern will report to the Director, Patient Advocacy and support the function with the day-to-day activities.

Responsibilities:

- Collaborate cross-functionally to plan and execute activities for national and international conferences, events, guest speakers, and other external projects
- Create content that further amplifies disease burden, unmet need, and Astria’s mission; projects include reviewing and developing short-form video interviews and contributing to quarterly newsletters
- Develop a strategy for monitoring news affecting the HAE and rare disease communities and produce a regular report to be shared with key personnel
- Collaborate with cross-functional partners, including members of the Clinical and Corporate Affairs team, to support strategy and execution of ongoing projects
- Support with meeting set-up, communication, meeting minutes/status/action items etc
- Other projects as-needed

Qualifications:

- Must be working towards a Bachelor’s degree
- Demonstrate a commitment to work collaboratively
- Strong written and interpersonal skills
- Have significant familiarity with Microsoft Office programs such as Word, Excel, and PowerPoint. SharePoint experience a plus
- Desired majors: Sociology, Health Care, Communications
- Volunteer experience in healthcare/non-profit preferred