EURORDIS-Rare Diseases Europe

Job vacancy – Communications Junior Manager

**Responsible to:** Communications Senior Manager  
**Contract type:** Permanent, full-time  
**Salary:** 28 – 34,000 euros per annum + one-month performance-based bonus  
**Location:** EURORDIS Paris  
**Start date:** ASAP

About EURORDIS-Rare Diseases Europe

EURORDIS is a unique, non-profit alliance of 910 rare disease patient organisations from 72 countries that work together to improve the lives of the 30 million people living with a rare disease in Europe. By connecting patients, families and patient groups, as well as by bringing together all stakeholders and mobilising the rare disease community, EURORDIS strengthens the patient voice and shapes research and policies.

Main scope of the position

The Communications Junior Manager (CJM) is based out of the Paris office reporting to the Communications Senior Manager. The role is integrated into the wider Awareness, Public Engagement and Events Team.  

The CJM will:

1. Coordinate and centralise operations for the global patient-led awareness campaign **Rare Disease Day**, created by and coordinated at the global level by EURORDIS. Its purpose is to raise awareness for people living with a rare disease and their families, provoking change and more equity in healthcare. The campaign continues to grow and expand its reach from year to year as we move towards extending and building the campaign.
2. Plan, coordinate and disseminate social media activity for both **Rare Disease Day** and EURORDIS social media channels.

Key tasks and responsibilities

1. **Rare Disease Day (RDD) awareness campaign**

   - Relations with RDD partners: Coordinate communication/online meetings with 60 rare disease national alliance patient organisation partners from around the world, collecting their input to the campaign and updating them on the advancement of the campaign materials.
   - Collect incoming information & relay to the global community: Centralise information from patients and other stakeholder groups participating in the annual RDD campaign (received through rarediseaseday.org, email and RDD social media channels).

Job announcement last updated: 22 April 2020
2. **EURORDIS social media**

The CMJ is the central point within the wider EURORDIS team for planning, collecting and disseminating information across EURORDIS social media channels (Twitter, Facebook, LinkedIn, Instagram, YouTube). New ideas and proposals in line with emerging social media trends are encouraged.

- **Editorial planning**: maintain the EURORDIS social media calendar, including social media on EURORDIS advocacy activities, surveys, events, projects and more.
- **Community management**:
  - Respond to messages received through social media channels.
  - Build engagement through online conversation with followers.
  - Monitor and relay social media for news and information from member organisations, projects and the EU institutions to share back with staff.
- **Produce innovative/ visually engaging content**:
  - Write content for EURORDIS social media channels.
  - Create engaging visuals to accompany text.
  - Adapt messaging/ visuals according to channel/ audience.
- **Execute content**: independently manage the scheduling and distribution of content for social media channels.

**Experience & skills**

- Native level fluency in English (oral and written).
- Fluency in French (oral and written) or at minimum the ability to communicate with suppliers in French highly desired.
- Other language a plus, particularly Spanish.

- Excellent writing skills in English.
- A natural flair/ passion for social media and all things digital - the candidate should be a natural enthusiast for social media and have experience writing content that is optimised to Twitter, Facebook, Instagram, LinkedIn and the web. Community management experience a plus.
- Advocacy sensitivity and ability to capture and move the reader through persuasive writing skills.
- Creative, with new ideas and proposals in line with emerging social / digital trends. A real visual eye to design visuals for the RDD campaign.
- Attention to detail, accuracy and consistency with writing.

Job announcement last updated: 22 April 2020
• Hard worker, motivated by working for an association and a cause related to health policy.
• Autonomous with the ability to drive a project forward.
• Good interpersonal/communication skills and a team player.
• Comfortable in an international environment and experience working with different nationalities.

• In-depth understanding of social media platforms
• Good understanding of online marketing tools
• Hands on experience with SEO/SEM software
• Graphic design: extensive experience using Photoshop/InDesign/animation tools to produce visuals for social media and websites.
• MS Office (master level in Word and PowerPoint).
• Experience with website content management systems/HTML a plus.
• Experience using Zoom to run large groups calls/webinars a plus.

To apply

Please send your CV and cover letter in English to CommsJM@eurordis.org

Deadline for applications: 17 May 2020