

EURORDIS-Rare Diseases Europe

Job vacancy – Communications Manager

Position: Communications Manager

Responsible to: Communications Director

Contract type: Permanent, full-time

Salary: 34 – 40 000 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 929 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.



Key tasks & responsibilities

The Communications Manager writes all public communications for EURORDIS-Rare Diseases Europe (ie. Newsletter, Member updates, press releases, statements and eurordis.org) including articles on high level public affairs issues related to European and International Health policy. S/he performs the effective and accurate dissemination of this communication, often translated in 7 languages. Our main target groups include media, our patient organization members, patient advocates, policy makers, and other stakeholder groups interested in the rare disease community.

With the support of the Web Technology Manager, s/ he oversees weekly operations for communications activities, ensuring that content made public across EURORDIS newsletters, websites, press releases and social media is fully accurate, timely and highly professional. This involves understanding European Health policy issues and EURORDIS' position or statement related to these issues. With the support of the Junior Communications Manager, the Communications manager oversees the planning and content shared on EURORDIS social media channels.

As the editorial reference point and writer within the organisation, s/he connects the Communications Team with other colleagues internally reporting a wide range of EURORDIS' activity and events. and coordinates media relations. S/he leads monthly editorial meetings with team members across departments.

The main scope of this post includes:

- Content writing - Act as editorial reference point within the organisation, writing content on advocacy activities, for all communications channels including website, social media, and press releases. Specific tasks include:

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- Newsletter (3p/m) - collect, write content and ensure effective dissemination in cooperation with intern and translators (7 languages).
- Video content: write scripts and film short ad-hoc videos when needed.
- Coordinate communications around Rare Barometer surveys, including dissemination of new surveys and communication on results (infographics, communication to members and social media).
- Write SEO-optimised content for eurordis.org and manage flow of content on website.
- Media relations and strategy
 - Draft press releases/ comments and oversee EURORDIS media relations, including pitching and securing interviews.
- Communications planning
 - Propose, plan and implement communication actions/dissemination/ strategies for ongoing/ new activities, recurrent programmes and events, projects, advocacy actions.
 - Participate in monthly advocacy and strategy meetings..
 - Oversee operations and implement and improve processes for EURORDIS' public communications to ensure accuracy, timely and targeted. Guide Communications Junior Manager in editorial choices and community management of all social media on EURORDIS & Rare Disease Day channels.
 - Internally, connect with events, advocacy, survey and project teams to plan and operationalise communications.
 - Provide the link with the office of the organisation's CEO to produce and validate strategic communications (statements, press comments)
 - Prepare and run editorial meetings. Link to CEO for messaging.
- Publications & marketing materials
 - Supervise production of materials such as infographics, leaflets, position papers, kakemonos, new logos and also annual Activity Report. Coordinate with graphic designers and printers.

Experience & skills

- Masters or bachelor's degree, preferably with a specialisation in Communications, Public affairs or International relations and/or a minimum 2-3 years' experience in a similar position. Experience in the health sector, public affairs, or international policy is a plus.
- Excellent writer in English, with insight and storytelling skills
- High interest in public affairs or European policy with an advocacy sensitivity and ability to capture and move the reader
- Attention to detail, accuracy and consistency with writing
- Autonomous and ability to manage numerous priorities at once
- Good interpersonal skills and a team player. The ability to adapt working style to others
- Team & project management skills
- Hard worker, motivated by working for an association and a cause related to health policy
- Comfortable in an international environment and experience working with different nationalities
- High level fluency in English (oral and written)
- Fluency in French preferred (oral and written) or an ability to work in French
- Other European language a plus
- MS Office (Master level in Word and PowerPoint)
- Social media (Twitter, Facebook, LinkedIn, Instagram)

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- Photo and graphics editing software appreciated (Indesign, Photoshop)
- Experience with Wordpress, HTML, Dreamweaver preferable

To apply

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

Deadline for applications: 20 September 2020

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