



EURORDIS Communication Assistant

Paris-based

CDD temporary contract (4 months, Sept 2018 - Dec 2018)

EURORDIS-Rare Diseases Europe is a unique, non-profit alliance of over 700 rare disease patient organisations from more than 60 countries that work together to improve the lives of the 30 million people living with a rare disease in Europe. Our vision is to enable **better lives and cures for people living with a rare disease**.

EURORDIS is recruiting a communication assistant to work within its survey programme: Rare Barometer. This programme collects rare disease patients' perspectives and opinions through qualitative and quantitative data collection methods on important topics for the rare disease community. The main tool used by the programme is Rare Barometer Voices, an access panel composed of rare disease patients who are keen to participate in our surveys. These data support the evidence-based policy work at EURORDIS. The programme is looking for a communication assistant to provide communication work around the surveys: encouraging participation, formatting the results and informing on the outcomes.

Tasks will include:

- Writing emails to EURORDIS' members and to the survey participants (invitation to participate, information on the results of the surveys)
- Writing / distributing social media content to encourage patient organisations to participate in the programme at different levels (disseminating the survey, using the results of the surveys)
- Updating website content
- Assisting with the design of infographics based on the results of the surveys
- Drafting power points presentations based on the results of the surveys
- Editing infographics with graphic design softwares
- Tracking Facebook ads and Google Ads campaigns analytics

Required qualifications and skills

- Excellent writing skills (English)
- BA/BS degree in Communications, Journalism, Marketing, Public Health, Public Policy, Social Sciences
- Experience or coursework in communications and graphic design
- Native English, intermediate French & keen to improve French language skills
- Experience using all social media channels and writing content for social media
- Proficiency in using Word, PowerPoint, and Excel
- Very willing to learn how to use new software solutions
- Motivation to work for an NGO
- Highly organised, detail-orientated and able to prioritise
- Interest in health care policy and data use
- Diplomatic sensitivity

Preferred qualifications:

- Knowledge and experience in use of graphic design software packages such as Adobe Creative Suites
- Coursework or knowledge of public health, health policy, or health care access issues

- Experience in survey analysis

Hours: 39 hours a week

Salary:

- Based on qualifications and experiences

To apply: Please send your CV and cover letter **in English** to sandra.courbier@eurordis.org and susan.foster@eurordis.org