



External Communications Intern (Paris office)

Mid-March 2025 – Mid-August 2025 (5 months)

EURORDIS-Rare Diseases Europe is recruiting an intern for the period of Mid-March 2025 – Mid-August 2025 to work within the communications team at the Paris office.

EURORDIS is a unique, non-profit alliance of over 1000 rare disease patient organisations from 74 countries that work together to improve the lives of the 30 million people living with a rare disease in Europe.

This is an excellent opportunity to work for a highly regarded health NGO in a truly international environment. The internship offers the candidate a welcoming atmosphere while interacting with over 50 employees across the organisation based in 5 different countries in Europe.

The communications team is looking for a candidate who is a real team player, flexible to working in an international environment, organised, highly detail-oriented and motivated to work for an NGO. Prior knowledge of rare diseases is not required.

Tasks will vary but may include:

- Coordinating and distributing newsletters (knowledge of Mailchimp is desired)
- Creating and distributing social media content
- Supporting external communication around EURORDIS events
- Supporting the communications team with various other admin tasks

Required skills:

- Fluent English, intermediate French & keen to improve French language skills
- Experience using all social media channels and writing content for social media
- Excellent writing skills (English), particularly for web content
- Comfortable using or very willing to learn how to use: CMS system, web text editing software (Dreamweaver) and tools such as Mailchimp, Hootsuite, and Photoshop
- Motivation to work for an NGO, particular interest in public health is a plus
- Highly organised, detail-orientated and able to prioritise

Hours: 35 hours a week (9:30 – 17:30)

Compensation:

- Salary accrued based on hours worked per month (average €567 per month)
- 50% of monthly transport pass
- 60% of €11.50 lunch vouchers
- 2 days holiday per month

Convention de stage from your university obligatory

To apply: Please send your CV and cover letter **in English** to julien.poulain@eurordis.org by 29 February 2024.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.