



## Digital Communications Intern (Paris office)

September 2025 – March 2026 (6 months)

**EURORDIS-Rare Diseases Europe** is recruiting an intern for the period of September 2025 –March 2026 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 75 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 an international environment.

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:

- Update and maintain content on EURORDIS and Rare Disease Day websites (eurordis.org, rarediseaseday.org), including creating and managing links.
- Write and edit articles, blog posts, and other content for EURORDIS platforms.
- Support editorial planning, media achieves, and the communications overview.
- Manage website submissions: respond to queries, add events, RDD friends, and testimonies.
- Perform quality checks to ensure website content is accurate, up-to-date, and accessible.
- Provide general administrative support to the communications team as needed.

### Required skills:

- Proficiency in English (written and spoken); additional languages are a plus.
- Strong writing and editing skills with attention to grammar, clarity, and tone.
- Basic knowledge of content management systems (CMS) such as WordPress (training can be provided).
- Ability to organise and prioritise tasks effectively, meeting deadlines.
- Strong attention to detail, particularly for reviewing and updating website content.
- Good communication skills for responding to queries and team collaboration.
- Familiarity with SEO principles (preferred but not required).

**Hours:** 35 hours a week (9:30 – 17:30)

### Compensation:

- Salary accrued based on hours worked per month (average €660 per month)
- 50% of monthly transport pass
- 60% of €11.97 lunch vouchers
- 2 days paid holiday per month

**Convention de stage from your university obligatory**

**To apply:** Please send your CV and cover letter in **English** to [communications@eurordis.org](mailto:communications@eurordis.org) by 28 February 2025. 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.