



External Communications Intern (Paris office)

Mid-March 2024 – Mid-August 2024 (5 months)

EURORDIS-Rare Diseases Europe is recruiting an intern for the period of Mid-March 2024 – Mid-August 2024 to work within the communications team at the Paris office.

EURORDIS is a unique, non-profit alliance of 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
- Creating mailing campaigns in Mailchimp
- 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 546 € per month)
- 50% of monthly transport pass
- 60% of 9-euro 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 28 February 2023.