



Web Content and Editorial Intern (Paris office)

March 2026 – August 2026 (5 months)

EURORDIS-Rare Diseases Europe is recruiting an intern for the period of March 2026 – August 2026 to join 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:

- Maintaining and updating content on EURORDIS and Rare Disease Day websites (eurordis.org, rarediseaseday.org), including content uploads and link management.
- Writing and proofreading articles, blog posts, and other editorial content for EURORDIS platforms.
- Assisting with editorial planning, content scheduling, and maintaining media archives.
- Managing website contributions: responding to submissions, adding events, RDD Friends, and community testimonies.
- Conducting content quality checks to ensure accuracy, accessibility, and consistency across platforms.
- Providing administrative support to the communications team as required.

Required skills:

- Excellent writing and editing skills in English (additional languages are a plus).
- Basic experience with content management systems (CMS) like WordPress (training will be provided).
- Strong organisational skills with the ability to prioritise tasks and meet deadlines.
- Meticulous attention to detail when reviewing and updating content.
- Good communication skills for team collaboration and user interactions.
- Familiarity with basic SEO principles (preferred but not mandatory).

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 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.