

EURORDIS-Rare Diseases Europe

Job vacancy – Communications Junior Manager

Responsible to: Communications Senior Manager

Contract type: Permanent, full-time

Salary: 28 – 34 000 euros per annum + one-month performance-based bonus

Location: EURORDIS Paris

Start date: ASAP

Main scope of the position

The Communications Junior Manager (CJM) is based out of the Paris office and plays a crucial role in EURORDIS activities. The role is integrated into the wider Communications Team.

The CJM will:

1. Plan, coordinate and disseminate social media activity for EURORDIS social media channels.
2. Support the implementation of communications priorities, as determined both from the communications strategy and monthly editorial meetings.
3. Collaborate with comms, advocacy and operations colleagues to create web content, and record videos, podcasts and other audio-visual formats as necessary. This will include writing articles and updating webpages.
4. Track web and social media analytics and measuring success / recommending updates to strategy to improve the reach

The CJM joins at an important time when the communications team is growing and where we look to implement a new communications strategy. The postholder will be expected to be flexible and adapt to changes when helping us to refine and implement this strategy.

Key tasks & responsibilities

EURORDIS social media:

Working closely with the Communications Manager, the CJM is the central point within the wider EURORDIS team for collecting, creating, and disseminating information across EURORDIS social media channels (Twitter, Facebook, LinkedIn, Instagram, YouTube). New ideas and proposals in line with emerging social media trends are encouraged.

- Community management:
 - Respond to messages received through social media channels or redirect as appropriate.
 - Build engagement through online conversation with followers.
 - Monitor and relay social media for news and information from member organisations, projects and the EU institutions to share back with staff.
- Produce innovative/ visually engaging content:
 - Write content for EURORDIS social media channels.
 - Create engaging visuals to accompany text.

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- Adapt messaging/ visuals according to channel/ audience.
 - Design assets that are consistent with our visual identity
- Design and launch social media content: independently manage the scheduling and distribution of content for social media channels.

EURORDIS Operational Comms

- Editorial planning: maintain the EURORDIS social media calendar, including social media on EURORDIS advocacy activities, surveys, events, projects and more.
- Track engagement metrics from our website and social media channels and implement new approaches to support our targets and outreach goals
- Communication Planning: contribute to the communication planning and implementation around specific initiatives as needed
- Communications content: write web content and update specific pages where s/he has delegated responsibility. Edit content from wider team before publication.
- Audio/visual: Edit filmed audio and visual content as needed, to support wider communications work.
- Mailings and newsletters: Support the implementation of the communications strategy by helping with the design of channel-specific communications.

Experience & skills

- Bachelor's degree, preferably with a specialisation in Communications, Social media communication, Journalism, Marketing, Public Health, Public Policy, Social Sciences.
- Minimum 2 years' experience in a similar position (in an NGO, or marketing agency).
- Some knowledge of rare diseases or a strong interest to learn about rare diseases and international policy is required.
- Excellent written and spoken English (oral and written).
- Fluency in French (oral and written) or at minimum the ability to communicate with suppliers in French highly desired. Other language(s) a plus.
- A passion for social media - the candidate should be a natural enthusiast for social media and have experience writing content that is optimised to Twitter, Facebook, Instagram, and LinkedIn. Community management experience a plus.
- Advocacy sensitivity and ability to capture and move the reader through persuasive writing skills.
- Creative, with new ideas and proposals in line with emerging social / digital trends. A real visual eye to design visuals for the RDD campaign.
- Attention to detail, accuracy and consistency with writing
- Hard worker, motivated by working for an association and a cause related to health policy.
- Comfortable in an international environment and experience working with different nationalities.
- Comfortable working with technology and adapting to new IT tools.
- In-depth understanding of social media platforms required and good understanding of online marketing tools desired.
- Graphic design: extensive experience using Photoshop/ InDesign/ animation tools to produce visuals for social media and websites.
- Experience with Wordpress/ knowledge of HTML/CSS a plus.
- Experience using Zoom to run large groups calls/ webinars a plus.

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To apply

Please send your CV and cover letter in English to CommsJM@eurordis.org

Deadline for applications: 30 April 2022

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