

EURORDIS-Rare Diseases Europe

Job vacancy – Communications Manager

Responsible to: Communications Senior Manager

Contract type: Permanent, full-time

Salary: 34 – 40 000 euros per annum + one-month performance-based bonus

Location: EURORDIS Paris

Start date: ASAP

Main scope of the position

The Communications Manager plays a key role in EURORDIS and is part of a team of 6 communications professionals supporting the communications needs of EURORDIS.

This team consists of a Senior Communications Manager, Communications Manager, two Communications Junior Managers and an intern. In this structure the Communications Manager leads the operational communications of EURORDIS. S/he is responsible for writing articles on topics that cover EURORDIS' area of expertise, creating newsletters and related marketing materials, as well as supervising the website and social media activity. S/he performs the effective and accurate dissemination of this communication, often translated in 7 languages. Our main stakeholders include our patient organisation members and indeed the wider rare disease patient community, patient advocates, policy makers, the media and other stakeholder groups interested in the rare disease community.

With the support of the Web Technology Manager, s/ he oversees the website, ensuring it is fully accurate, timely and highly professional. This involves publishing articles, press releases, publications, and other written communication, adding events relevant to the rare disease community, i.e., organised by EURORDIS, its member organisations, and updating webpages as appropriate.

S/he also oversees the planning and content shared on EURORDIS social media channels and guides the Communications Junior Manager in editorial choices and community management of all social media on EURORDIS channels.

Together with the Communications Junior Manager, s/he coordinates communications around EURORDIS programmes and projects, e.g. Rare Barometer, Open Academy, etc.

In addition to the below tasks, he/she is responsible for any other tasks included in the overall scope of the position.

Key tasks & responsibilities

Management, communications and branding

- Internally, connects with events, advocacy, survey and project teams to plan and operationalise communications (including drafting articles, text and social media posts).
- Plans and manages the design, content, and production of all publications and communications materials.

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- Creates communication materials for new initiatives, launches, and events.
- Links messaging to our values, considering target audience and stakeholder groups.
- Prepares detailed media activity reports.

Social Media, website & content management

- Supports the Junior Comms managers to ensure social media is well planned and consistent with our strategy.
- Video content: write scripts and film short ad-hoc videos when needed.
- Writes SEO-optimised content for eurordis.org and manages flow of content on the website.
- Proposes, plans and implements communication actions/dissemination/ strategies for ongoing/ new activities, recurrent programmes and events, projects, advocacy actions.

Training

- Develops materials to educate staff on communication practices.
- Coaches and assists team members on improving communication skills, in general, and in preparation for specific media appearances.

Experience & skills

- Master's degree or bachelor's degree, preferably with a specialisation in Communications, Public affairs or International relations and/or a minimum 3-4 years of experience in a similar position.
- Experience in the health sector public affairs, or international policy.
- Familiarity with the rare disease landscape is a plus.
- Perfect fluency in English (oral and written)
- Other European language a plus
- Excellent writer in English. With insight and storytelling skills.
- High interest in public affairs or European policy with an advocacy sensitivity and ability to capture and move the reader
- Attention to detail, accuracy and consistency with writing
- Autonomous and ability to manage numerous priorities at once
- Good interpersonal skills and a team player. The ability to adapt working style to others
- Team & project management skills
- 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.
- MS Office (Master level in Word and PowerPoint)
- Social media (Twitter, Facebook, LinkedIn, Instagram)
- Photo and graphics editing software appreciated (InDesign, Photoshop)
- Experience with WordPress, HTML, Dreamweaver preferable.

To apply

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

Deadline for applications: 24 June 2022

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