

# EURORDIS-Rare Diseases Europe

## Job vacancy – Events Junior Manager

**Responsible to:** Open Academy & Events Director

**Contract type:** Permanent, full-time

**Salary:** 30 000 – 33 000 euros per annum + one-month performance-based bonus

**Location:** EURORDIS Paris

**Start date:** 1 March 2024

### About EURORDIS-Rare Diseases Europe

[EURORDIS-Rare Diseases Europe](#) is a unique, non-profit alliance of over 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. By connecting patients, families and patient groups, as well as by bringing together all stakeholders and mobilising the rare disease community, EURORDIS strengthens the patient voice and shapes research, policies and patient services.

### Main scope of the position

The Events Junior Manager (EJM) is based at the Paris office and reports to the Open Academy & Events Director. The EJM will bring vital skills to the Open Academy & Events teams as EURORDIS continues to deliver blended training programmes and events that incorporate elements of in-person, hybrid and virtual, along with webinars. The EJM also has a key role as part of a very busy team, working to support the induction and productivity of our interns.

### Key tasks and responsibilities

#### Managing digital tools and events data

- Assisting the team to transition to Monday.com project management tool, updating events timelines and developing processes to work effectively with other teams
- Assisting in researching and integrating new technology/digital solutions into our work processes, with particular focus on generative AI solutions (ChatGPT or other) and analysing data and impact, making recommendations for future events
- Developing events surveys to better understand participant preferences and analysing responses to help shape future events
- Updating event websites, platforms and tracking google analytics reports
- Managing the selection of, relations with and content input for technology providers/solutions including mobile apps, polls in zoom and other audience response tools
- Updating and monitoring database activity
- Leading the internal EURORDIS Zoom Task Force to share updates and best practices across teams

#### Event and training logistics and intern support

- Participating in site inspections for future trainings and events and draft official Call for Tender support documents
- Coordinating logistics for all trainings and events including for venues, catering, accommodation, audio-visual and event technology tools
- Providing on-site/online logistics assistance and/or registration assistance during trainings and events
- Registration support for all events: setting up registration forms, contacting and assisting registrants (confirmation and logistics emails), liaising with Finance team for registration payments. Creating application forms, nomination forms, poster submission forms. Extracting, generating and circulating reports as necessary

- Coordinating and centralising information relating to organisation-wide webinars with the Web Technology Junior Manager
- Attending and minute taking at inter-departmental calls (communications, fundraising, etc)
- Supporting planning of the biennial European Conference on Rare Diseases & Orphan Products (ECRD): programme committee, speakers, posters, exhibitors, CME accreditation
- Supporting planning of the EURORDIS Black Pearl Awards: nominations process, patrons and committee invitations and renewals
- Ensuring EURORDIS' events comply with accessibility norms in vigour in Europe: websites, digital event platforms, slides and communicating with people with special needs ahead of events, on-site and online
- Researching and championing sustainability measures to reduce carbon emissions/footprint of trainings and events
- Overseeing the training schedule and inductions for events interns and providing daily support
- Conducting relevant trainings for events interns and virtual hosts: Photoshop, Cloudberry, Zoom, Mailchimp, Beefree, Swoogo, Jotform, Woobox, etc.

### Communications and event marketing support

- Supporting frequent communications with event partners, outreach committees and participants
- Preparing presentations and proposing ideas to make events reports more dynamic
- Researching and proposing new ideas in line with emerging trends in e-marketing for events
- Assisting in a shift towards creating systems and processes to enable more personalised and effective e-marketing campaigns
- Creating graphic elements and drafting mass mailings for events' promotion

### Experience & skills

- University degree in event management, communications, marketing or modern languages preferred, or equivalent work experience of 1-3 years in a similar position in a health-related environment
- Native level spoken and written English required
- Advanced level French (oral and written) or at minimum the ability to communicate with suppliers in French highly desired. Other European language a plus
- Highly organised with attention to detail, accuracy and consistency
- Hard worker, reliable and motivated by working for an international health NGO
- Autonomous, pro-active and good problem solver
- Good interpersonal skills and a team player with ability to work with a diverse range of people
- Flexibility to travel, work occasional weekends or evenings at events
- Good understanding of social media platforms (Twitter, Facebook, Instagram, and LinkedIn)
- Experience using online marketing tools such as Mailchimp
- Experience with graphic editing tools such as Canva, Figma and Photoshop
- Experience with website content management systems/HTML a plus
- Experience using Zoom to run large groups calls/ webinars
- Previous experience in an NGO or in the rare diseases field a plus

### To apply

Please send your CV and cover letter in **English** to [ejm@eurordis.org](mailto:ejm@eurordis.org)

**Deadline for applications:** 16/02/2024