

# EURORDIS-Rare Diseases Europe

## Job vacancy – Events Junior Manager

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

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

**Salary:** 26 – 30 000 euros per annum + one-month performance-based bonus

**Location:** EURORDIS Paris

**Start date:** ASAP

### About EURORDIS-Rare Diseases Europe

[EURORDIS](#) is a unique, non-profit alliance of 974 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 team as EURORDIS gears up for a new generation of blended learning that will incorporate: trainings, e-learning, in-person, hybrid and virtual events, webinars, podcasts and infographics.

### Key tasks and responsibilities

#### Data and digital tools

- Assisting in researching and integrating new technology/digital solutions into our work processes, analysing impact and making recommendations
- Assisting in the creation of a knowledge library across trainings and events
- Developing events surveys to better understand participant preferences and analysing responses to help shape future events
- Updating event websites, platforms and learning management software, 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
- Participating in the internal EURORDIS Zoom Task Force to share updates and best practices across teams

#### General logistics and intern support

Job announcement last updated: 22/10/2021

- Supporting logistics for all events including venues, catering, accommodation, audio-visual and event technology tools
- Providing on-site/online logistics assistance and/or registration assistance during 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
- Helping to develop digital workbooks to support events and trainings
- Setting up pre/post training and event webinars and pre-recorded sessions/presentations
- Attending and minute taking at inter-departmental calls (communications, fundraising, etc)
- Supporting planning of the biennial European Conference on Rare Diseases & Orphan Products (ECRD): speakers, posters, exhibitors, CME accreditation for physicians
- 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
- Overseeing the training schedule and introductions for events interns and providing daily support
- Conducting relevant trainings for events interns and virtual hosts: Photoshop, Cloudberry, Zoom

### Communications and event marketing support

- Measuring effectiveness of social media posts and mass e-marketing campaigns for events, analysing what is working and what is not
- Supporting frequent communications with event partners and outreach committees
- 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
- Profiling on LinkedIn to identify and target new audiences

### Experience & skills

- University degree in event management or communications preferred, or equivalent work experience of 2-3 years in a similar position, ideally in a health-related environment
- Excellent written and spoken English. Fluency in French (oral and written) or at minimum the ability to communicate with suppliers in French highly desired. Other 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
- Smart professional appearance to work at formal and high-profile events
- 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 desired such as Mailchimp
- Experience with website content management systems/ HTML a plus
- Experience using Zoom to run large groups calls/ webinars a plus

### To apply

Please send your CV and cover letter **in English** to [adsg-2288258@cvmail.com](mailto:adsg-2288258@cvmail.com)

**Deadline for applications:** 19 November 2021

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