



Governance & Executive Coordinator

Contract	Permanent contract
Salary	€ 34,000–38,000 gross per year
Location	Fully remote from France, Italy or Spain
Travel	Occasional international travel, as required
Start date	Expected September 2026
Reporting line	CEO

Rare Diseases International (RDI) is the global alliance of rare disease patient organisations across all countries and across all rare diseases. RDI's Members include national alliances of rare disease patient organisations, regional organisations and disease-specific international federations representing rare disease communities in more than 150 countries worldwide.

The **Governance & Executive Coordinator** ensures the smooth coordination of RDI's governance activities, provides reliable executive support to the CEO, and contributes to the effective functioning of RDI's governing bodies. The role is responsible for organising governance meetings and processes, maintaining governance records and follow-up actions, ensuring effective governance processes and executive coordination, and handling confidential information with discretion and diplomacy.

Key Responsibilities

Governance Coordination

- Coordinate meetings of RDI's Council, Council of Officers and other governance bodies
- Prepare agendas, meeting documentation and briefing materials, coordinating with colleagues as necessary
- Ensure accurate meeting minutes and action points are prepared and circulated in a timely manner
- Maintain governance records, archives and registers
- Coordinate Annual General Meeting (AGM) governance processes
- Support governance-related filings and administrative requirements, ensuring compliance with relevant laws
- Provide administrative coordination and support for Council activities, as required

Executive Support

- Manage the CEO's calendar and meeting coordination, screen correspondence and follow up on action items
- Prepare and format executive documents, presentations and reports, as required
- Maintain document templates and file systems; ensure confidentiality of sensitive materials
- Communicate regularly and effectively with the CEO on governance and external representation events
- Coordinate travel and logistics for the CEO and governance representatives when required
- Monitor, organise and prioritise executive and organisational communications and requests
- Support the CEO in coordinating external engagements with key stakeholders and preparing related documents
- Prepare presentations, briefing packs, speaking notes and supporting documents
- Follow up on agreed actions and priorities in close coordination with the CEO
- Support planning and coordination of internal leadership meetings
- Contribute to the continuous improvement of executive support and governance processes



Profile

- Educational background or equivalent professional experience in administration, executive coordination or related fields
- 3+ years in executive support, governance coordination, board support or similar roles
- Fluency in spoken and written English (C1 level) is required; Working knowledge of French is an asset
- Excellent organisational skills with attention to detail
- Ability to work autonomously and manage multiple priorities in a fully remote environment
- Ability to oversee complex international travel arrangements, working with colleagues and external providers to ensure smooth execution
- Experience and awareness of discretion in handling sensitive information, and maintaining confidentiality
- Professional, reliable and comfortable interacting with senior stakeholders in a virtual, multicultural context
- Experience supporting senior leadership and governance bodies in an NGO, corporate or international environment is an asset

RDI offers a fully remote and international working environment, working closely with the CEO and governance representatives from around the world. You will contribute directly to the effective functioning of a global alliance representing rare disease patient organisations worldwide.

Please apply by emailing a motivation letter and a detailed CV **in English** to [RDI Recruitment](#)