

Role Description | Administrative Support Responsible

Team | EFPSA Office
Accountable to | Secretary General

Purpose of the Role

- Working closely with the Secretary General in ensuring efficient administrative practices within the Federation

Main Responsibilities

- To work alongside the Secretary General in ensuring that administrative practices are applied
- To manage the editorial and publication of EFPSA internal and external newsletters
- To support the Secretary General in their duties related to internal communication
- To assure the EFPSA Calendar on the website is up to date

Tasks

- Supporting the Secretary General in their duties related to administrative practices and internal communication by planning, editorial and publishing of newsletters
- Sending birthday cards to the EFPSA Working Community in an efficient and timely manner
- Taking minutes at meetings (e.g. Executive Board and Member Representative Reports or General Assemblies) in the absence of the Secretary General
- Collecting and archiving EFPSA related news and articles
- Working together with Secretary General on internal communication
- Engaging in EFPSA's internal virtual communication tools and platforms
- Updating the EFPSA Wikipedia Page
- Providing the content for the Frequently Asked Questions page on the website in collaboration with the Secretary General
- Receiving and adding event submissions to the EFPSA Calendar on the Website

Requirements

- A strong command of the English language
- Excellent writing skills
- Attention to detail and meticulous working
- Organisational skills
- Basic knowledge of Mailchimp (preferable but not necessary)

Please note that EFPSA's roles are always being developed, therefore, there may be slight variations to this document since it was produced. If you would like to ask any questions, receive additional insight or state an interest in this position, please contact the current Administrative Support Responsible on adminsupport@efpsa.org.