

Role Description | Events Office Team Member

Team | Events Office

Accountable to | Events Officer

Purpose of the Role

Assisting members of the Events Office (EO) with administrative tasks, external and internal relations, as well as updating relevant documentation according to the standards and requirements of EFPSA.

Main responsibilities

- To provide help and assistance to the Events Office with administrative tasks and updating documentation
- To assist the Events Office with other tasks not pertaining to Organising Committees (Org Coms)
- To assist the Events Office with external and internal communication not pertaining to Org Coms

Tasks

- Providing administrative assistance to the Events Office
 - Ensuring all EO members are updated on all relevant happenings
 - Ensuring all EO members are aware of and respect given deadlines
 - Scheduling EO meetings and preparing the Agenda
 - Keeping and taking minutes for EO meetings
 - Archiving information in a concise manner
 - Organising documentation
 - Finding and introducing new tasks for the Events Office to work on
 - Creating a strategy for promoting Open Calls in collaboration with other members of the Events Office

- Updating documentation
 - Updating Event-specific Manuals for EFPSA events in collaboration with other Events Office members
 - Updating the Org Com Role Descriptions document
 - Updating the Event Minimal Requirements document
 - Updating the Team Member Role Description and Knowledge Transfer documents
 - Creating additional documents as needed

- Providing assistance to the EO with external and internal relations within EFPSA
 - Answering external emails not pertaining to Org Coms
 - Establishing communication with other EFPSA Offices and Services regarding the needs of the EO

Requirements

- A strong command of the English language, especially in writing
- Exceptional writing skills
- Organisational skills
- Communication skills
- Knowledge of EFPSA events or willingness to learn about them
- Experience with the work of Org Coms preferred, but not mandatory

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 interest in this position, please contact the current Events Officer at events@efpsa.org.