

Role Description | External Relations Team Member*

Team | External Relations Office

Accountable to | External Relations Coordinator

Purpose of the Role

- Supporting the ERC in maintaining and developing EFPSA's external collaborations with the aim of sharing best practices, developing beneficial collaborations and improving the visibility of EFPSA

Responsibilities

- To pursue and maintain collaboration and ensure sharing best practices with other organisations
- To organise and maintain the documentation regarding external relations
- To support the ERC in their tasks and responsibilities

Tasks

- Sending relevant emails when needed
- Helping maintain contact with partner organisations
- Aiding with the organisation of developed initiatives and reaching out to the Working Community for collaboration on these initiatives
- Aiding on the creation and maintenance of documentation
- Finding new organisations to partner with
- Evaluating whether current practices are valuable

Requirements

- A strong command of the English language
- Excellent communicational skills
- Good knowledge of EFPSA, its structure and procedures
- Proactiveness
- Responsiveness
- Good networking skills

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 President on president@efpsa.org.

* This Role

Description is

still pending approval and will be voted upon during the E-Voting of August 2021. Please note that this Role Description is not an official document yet.