

## Role Description | Marketing Office Team Member

*Team* | Marketing Office  
*Accountable to* | Marketing Coordinator

### *Purpose of the Role*

- Participating and contributing to the work of the Marketing Office

### *Main Responsibilities*

- To actively participate and collaborate on a wide range of projects and tasks with the entire Marketing Office and with other teams within EFPSA
- To collaborate to the promotion of EFPSA and its Services, Events, projects and Teams
- To effectively coordinate the process of EFPSA Podcast making with the delegates

### *Tasks*

- Creating new promotional materials and designs
- Sharing new promotional ideas
- Reporting to the Marketing Coordinator and the Marketing Officer
- Support the organisation of EFPSA Day
- Provide feedback on Corporate Visual Identity (CVI)
- Co-operating with other teams within EFPSA
- Work on podcasts of EFPSA and provide help and support to the delegates through the process of creating a podcast

### *Requirements*

- Knowledge of design programs (e.g. Adobe Photoshop, Adobe Illustrator)
- Knowledge of sound editing programs ( e.g. Audacity, Music Maker Jam)
- Creativity
- Familiarity with CVI (preferable)
- Co-operational 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 Marketing Officer on [marketing@efpsa.org](mailto:marketing@efpsa.org)