

Role Description | Social Impact Initiative Coordinator

Team | Social Impact Initiative (SII)
Accountable to | Vice President

Purpose of the Role

- Leading and supporting the Social Impact Initiative Team by overseeing its work and establishing external relations

Main Responsibilities

- To coordinate and oversee the work of the Team and provide support to the Team Members
- To oversee the running of all SII Campaigns, namely Mind the Mind Campaign, the Better Together Campaign and the Organised Acts of Kindness Campaign
- To ensure collaboration between the SII Team and other Teams within EFPSA when necessary
- To establish and maintain collaboration with external organisations
- To maintain a constant flow of communication with the Vice President
- To maintain the online media presence of SII
- To aid in writing & coordinating of the EYF Grant

Tasks

- Within the SII Team
 - Preparing meeting agendas and leading online meetings
 - Delegating tasks to the Team, providing feedback and overseeing their work
 - Keeping track of the work progress and making sure it is in accordance with the Action Plan
 - Ensuring that all Team Members are delegated appropriate tasks
 - Establishing a good working atmosphere and open communication between the Team Members
 - Overseeing all the external documentation and making sure it is in accordance with EFPSA's Corporate Visual Identity
 - Providing Local Organisers of the current campaigns with support and guidance at all stages of the campaigns, and guiding the rest of the team in doing so
- Within EFPSA
 - Contacting other EFPSA teams and collaborating on common projects with them
- External Relations
 - Searching for potential external collaborators, establishing communication with them and maintaining relations with the current collaborators alongside the External Relations Office
 - Representing EFPSA and SII at external events

Requirements

- A strong command of the English language
- Leadership and delegation skills
- Time-management skills
- Motivational skills
- Presentation skills
- Expressed interest in ongoing issues in society
- EFPSA experience, specifically within the Social Impact Initiative (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 Social Impact Initiative Coordinator on socialimpact@efpsa.org and vicepresident@efpsa.org.