

Role Description | Training Image Responsible

Team | Training Office
Accountable to | Training Office Coordinator, Vice President

Purpose of the Role

- To create the professional and sustainable image of EFPSA Training

Main Responsibilities

- To provide Trainers with the Trainers' merchandise
- To create and maintain social media presence of the EFPSA Trainings and Trainers' Community
- To create newsletters and materials representing Training Office, Trainers' Community and EFPSA Trainings

Tasks

- To order and distribute Trainers' merchandise (e.g. Trainers' hoodies, pins, jackets, and T-Shirts)
- To create and maintain TO media presence
- To collaborate with the Internal Training Responsible for creating the newsletters
- To create and maintain the EFPSA Trainings' portfolio
- To ensure all TO materials are in line with EFPSA's Corporate Visual Identity
- To collaborate with Finance Office on TO finances
- To develop new ideas to promote trainings internally and externally
- To assist the Training Events Responsible in finalizing the handbooks from EFPSA Training events
- Work on the Training Community Map (gamification)

Requirements

- Strong command of the English language
- Well organized and structured working style
- Being an EFPSA Trainer
- Passion for new media and creative work

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 TO Coordinator on trainings@efpsa.org.