Role Description | EFPSA Academy 2021 Coordinator

Accountable to | Events Officer & Training Events Coordinator

Purpose of the Role

● To coordinate and facilitate the organising process of the EFPSA Academy and its Organising Committee in line with EFPSA standards

Main Responsibilities

● To chair and coordinate the Organising Committee in their tasks related to administration, marketing, financial and social aspects of the event

Tasks

● Chairing the Organising Committee
  ● Coordinating the Organising Committee (Org Com) in close collaboration with the Training Events Coordinator and frequently reporting to the Events Officer to ensure an efficient flow of information
  ● Ensuring that the Org Com adheres to EFPSA’s Statutes & Internal Regulations, Corporate Visual Identity (CVI), official communication channels and working practices
  ● Ensuring the sharing of the Knowledge Transfer, the EFPSA Minimal Requirements and other relevant documents with the Org Com
  ● Ensuring contact with the EFPSA Finance Office, Marketing Office, EFPSA Office or any other team relevant to the successful organisation of the event
  ● Ensuring that an Action Plan is made and adhered to and that the tasks are delegated according to the Org Com Roles Description document

● Coordinating the administrative aspects
  ● Securing a venue that adheres to the EFPSA Minimal Requirements and the Event-specific requirements or a platform in case of the event taking place virtually
  ● Handling logistical aspects of the event and documentation (if applicable)
● Providing participants with all necessary information in a timely manner and ensuring adequate, professional and timely communication

● Coordinating the financial aspects
  ● Making the preliminary and final budget for the event.
  ● Searching for potential partners, sponsors, grants or other financial or material support

● Coordinating the marketing aspects
  ● Taking care of the external image of the event and ensuring a uniform design for all the materials.
  ● Preparing and scheduling a promotional wave

● Coordinating the social aspects
  ● Providing opportunities for social interaction and networking.
  ● Organising an evening social programme
  ● Organising an excursion (where applicable)

Requirements

● Organisational skills
● Project management skills
● Communication skills
● Leadership skills
● Time-management skills
● Keep in mind that as the Coordinator you are not eligible to apply as a participant for the event you are organising

Please note that EFPSA’s positions 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 Bojana Vujović (events@efpsa.org).