

## **Role Description | Events Coordinator**

*Team* | Events Office

*Accountable to* | Events Officer

### *Purpose of the Role*

- Assisting the Events Officer in ensuring the managing process of EFPSA Events is conducted according to the standards and requirements of EFPSA

### *Main Responsibilities*

- Providing support and guidance to the Organising Committees (Org Coms) of the second upcoming EFPSA Congress, Research Summer School (RSS) and EFPSA Conference.
- Providing help and assistance to the Events Officer and the Training Events Coordinator in their duties
- Managing the internal projects of the Events Office alongside the Events Officer, Training Events Coordinator, and the Events Office Team Member

### *Tasks*

- Supporting and guiding the Org Coms
  - Ensuring a thorough Knowledge Transfer between Org Com Coordinators
  - Helping Org Coms with setting up an effective team structure and providing them with relevant EFPSA documentation and information
  - Answering questions, attending to requests and providing feedback to the Org Coms in a prompt, effective and supportive manner

- Facilitating contact between Org Coms and EFPSA Offices/Services
  - Introducing the Org Coms to EFPSA's official channels of communication
  - Assisting Org Coms in setting up official channels of communication (Slack)
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- Ensuring Org Coms' financial stability, quality and fulfilment of tasks
    - Holding monthly meetings with the Org Coms to track their progress
    - Collecting and reviewing the Org Coms' Action Plans
    - Overseeing the management of the Org Coms' Google Drives
    - Collecting, reviewing and providing the Org Coms with feedback on their Preliminary Budget in cooperation with the Finance Officer
    - Ensuring the composition of the Final Budget
    - Ensuring adherence to EFPSA Events' Minimal Requirements and CVI
    - Collecting anonymous feedback from participants, Org Com Knowledge Transfer documents and general event information data after the completion of the events, and sending this information to Data Management Responsible for archiving purposes
    - Collecting additional documents created by the Org Coms: Final Budget, Action Plan, signed a contract with the venue, sponsorship package, Portfolio, email to sponsors and logo of the event
    - Ensuring the timely promotion of Events and Open Calls
    - Ensuring the safety of personal data in adherence to the EFPSA's Privacy Policy
  
  - Cooperating with the EFPSA Events Officer and the Training Events Coordinator
    - Reporting regularly to the Events Officer about the progression of the Org Coms that are overseen by the Events Coordinator
    - Providing the Events Officer with the Action Plans, Budgets, Portfolios and promotional materials of the Org Coms overseen by the Events Coordinator

- Facilitating the communication between the Events Officer and the Org Coms overseen by the Events Coordinator
- Revising documents, Knowledge Transfers and other supporting materials
- Updating the documentation pertaining to specific events and their organisation
- Attending to internal EFPSA tasks
- Helping and assisting the Events Officer and the Training Events Coordinator with any tasks they need support with

### *Requirements*

- Organisational skills
- Communication skills
- Teamwork skills
- Basic knowledge of budgeting and financial manners

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 interest in this position, please contact the current Events Officer on [events@efpsa.org](mailto:events@efpsa.org) or the Events Coordinator on [eventscoordinator@efpsa.org](mailto:eventscoordinator@efpsa.org)