

## **Role Description | Creative Writer & Editor\***

*Team* | EFPSA Office

*Accountable to* | Secretary General

### *Purpose of the Role*

- Coordinating the EFPSA Magazine project to provide a space for news, discourse, inspiration and promotion in relation to the Federation and the field of psychology

### *Main Responsibilities*

- To manage the editorial, content creation and publication of the EFPSA Magazine
- To support the Secretary General in their duties related to internal communication and administration

### *Tasks*

- Supporting the Secretary General in their duties related to administrative practices and internal communication by planning, editorial and publishing of the EFPSA Magazine
- Sending birthday cards to the EFPSA Working Community in an efficient and timely manner
- Keeping the EFPSA Wikipedia Page updated and working on its translation
- Providing other teams and projects with creative writing help on demand
- Engaging in EFPSA's internal virtual communication tools and platforms
- Collecting and archiving EFPSA related news and articles

### *Requirements*

- A strong command of the English language
- Excellent writing skills
- Attention to detail and meticulous working
- Organisational skills
- Creativity & curiosity

*Required documents for application*

Please upload a text that you have written, preferably a creative text, but any is fine (suggestions: essays, articles, etc.)

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 Administrative Support Responsible on [adminsupport@efpsa.org](mailto:adminsupport@efpsa.org).

*\*This change is pending approval at March e-voting, 2021*