



## Events Coordinator (BoM)

Part of team: Events office

Accountable to: Presidential Office

Responsibilities of the team: organising BFPS' networking and educational events, as well as international and intercity exchanges for psychology students

### Main responsibilities and tasks

- Providing support and guidance to the Events Team members:
  - collecting and reviewing the team's action plans (contacting speakers, creative brainstorms, logistics, collaborations with other organisations...) and providing regular updates on their work
  - helping with management of the @bfps\_events account
- Working closely with...
  - Finance Office: communication about budgets and expenses
  - Marketing Office: organising promo for the events
- Overseeing that all BFPS events are organised according to the BFPS' statutes, mission and values

### Specific requirements

- Communication and networking skills
- Leadership, management and delegation skills
- Flexibility
- Good knowledge of BFPS, its structure, procedures and values
- Respect for the values of inclusivity, diversity and equality
- Basic knowledge of budgeting and financial matters
- Creative ideas

### General requirements

- Strong command of the English language (understanding, speaking and writing)
- Able to work with online (communication) tools (Google Workspace, Messenger, Zoom, etc.)
- A passion for teamwork
- Available to attend (team) meetings (in person or digital)
- Available to attend and help at events organised by BFPS
- At least passed for 50% of ECTS credits included in your personal curriculum

### Practicalities

The mandate runs from the 1st of September until the 31st of August.

Should you have any questions or should you be interested in this role, please do not hesitate to contact us at [info@bfps.be](mailto:info@bfps.be).