



Marketing Coordinator (BoM)

Part of team: Marketing Office

Accountable to: Presidential Office

Responsibilities of the team: developing and maintaining the branding and professional external image of BFPS

Main responsibilities and tasks

- Supporting, guiding, and overseeing the promotional aspects of BFPS's Events, Services and all teams
- Helping to shape BFPS' brand identity
- Ensuring that all BFPS' external and internal promotional material is according to the CVI guidelines and BFPS' statutes
- Overseeing the scheduling and prioritisation of the promotional calendar
- Coordinating and supporting the Marketing Office and ensuring that deadlines are adhered to

Specific requirements

- Creativity and/or basic experience in design
- Time-management and planning skills
- Flexibility
- Communication and networking skills
- Respect for the values of inclusivity, diversity and equality
- Understanding of Facebook, Instagram, LinkedIn and Youtube
- Experience and/or interest in marketing, promotion
- Management, leadership and delegation skills

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.