



Events Team Member

Part of team: Events Office

Accountable to: Events Coordinator

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

Main responsibilities and tasks

- Organising educational activities (such as workshops, readings, webinars etc.) in different cities, about a broad range of topics, to appeal to psychology students from different fields within psychology
- Organising networking events for psychology students
- Facilitating networking opportunities within the organisation and its events/services
- Staying up-to-date about relevant networking opportunities and possible organisations to collaborate with
- Staying up-to-date on hot topics and relevant experts within the field

Specific requirements

- Communication and networking skills
- A passion for academics and/or networking
- Planning and time management skills
- Good knowledge of BFPS, its structure, procedures and values

General requirements

- A passion for teamwork
- Good communication skills
- Flexible and available to attend team meetings (mostly digital)
- Available to help at events organised by BFPS
- Strong command of the English language
- Able to work with online (communication) tools (Google Workspace, Messenger, Zoom, etc.)

Don't worry if you don't tick every requirement listed above.
Enthusiasm is your most important asset!

Practicalities

The mandate runs from the 1st of September until the 31st of August.
Should you have any questions, please do not hesitate to contact us at info@bfps.be.