



Secretary Team Member

Part of team: Secretary Office

Accountable to: Secretary General

Responsibilities of the team: providing a central point of information regarding BFPS, managing the website and corresponding with internal and external individuals/ entities, ensuring that everyone is up to date at all times

Main responsibilities and tasks

- Maintaining and improving BFPS' website, as well as keeping it up-to-date
- Maintaining BFPS' webmail, trying to ensure an "inbox zero"
- Managing and contributing to the work, tasks and projects BFPS
 - Ensuring transparent and timely communication with Marketing and Events Office regarding the promotion of BFPS' events that should be posted on the website
 - Ensuring transparent and timely communication with Finance Office regarding sponsor materials that should be posted on the website

Specific requirements

- Eager to learn the basics of web design
- Interested in hot topics amongst psychology students
- Conscientious, attention to detail
- Creative ideas

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.