



Marketing Team Member

Part of team: Marketing Office

Accountable to: Marketing Coordinator

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

Main responsibilities and tasks

- Ensuring the promotion of BFPS as an organisation, as well as its services, events, projects, campaigns, teams...
- Overseeing the social media presence of BFPS
 - Managing our social media accounts (Facebook, Instagram, LinkedIn, YouTube)
- Promoting content using strategies such as Social Media Marketing, social advertising, link-building, and social sharing
- Developing relationships with our target audiences and key influencers
- Keeping the audience engaged and interact with them in a meaningful way
- Solving the audience's questions and queries up to their satisfaction

Specific requirements

- Good understanding of different social media platforms
- Experience and/or interest in marketing
- Creativity and/or basic experience in design
- Respect for the values of inclusivity, diversity and equality
- Flexibility

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.