



# YOUNG PROFESSIONALS IN FOREIGN POLICY

**Job Title:** Newsletter Editor

**About YFPF:** Young Professionals in Foreign Policy (YFPF) fosters the next generation of foreign policy leaders by providing its members with the knowledge, skills, exposure, and relationships to tackle critical global challenges over the course of their careers. YFPF is a dynamic, global, nonpartisan, nonprofit organization with more than 10,000 selected members around the world who work in all fields of international affairs. It was established in 2004, and is headquartered in Washington, DC, with branches in Brussels, London, Tokyo, and New York.

**Position Description:** YFPF Brussels is seeking a Newsletter Editor to manage the newsletter of the Brussels branch. The newsletter goes out once a month to more than 1,500 subscribers and is primarily focused on events and opportunities around YFPF Brussels. This position is in a voluntary capacity with a minimum commitment of one year. The Newsletter Editor reports to the YFPF Brussels Communications & Marketing Director. You can subscribe to the YFPF Newsletters here: <https://www.yfpf.org/subscribe/>

This is an excellent opportunity to fulfill a vital role in YFPF, become familiar with its daily operations, liaise with top-level leadership in the organization and to make connections with different organizations and individuals who share opportunities.

## **Key Roles and Responsibilities:**

- Write and design the weekly newsletter delivered every third Thursday of the month, with a draft sent to senior leadership a few days before to allow time for internal review.
- Draft the text, check hyperlinks, and put finishing touches on the newsletter to make it a professional-looking product.
- Attend monthly one-hour meetings with the Communications Team in order to stay up to date on upcoming events.
- Monitor data analytics and audience feedback to understand what is working in order to continuously improve the newsletter.

## **Desired Skills and Experience:**

- Good writing, editing and creative skills.
- Good knowledge of English (working language and language of the newsletter).
- Outstanding attention to detail.
- Awareness of and interest in foreign policy (an advantage).
- Knowledge of newsletter editing tools (an advantage).
- Be self-motivated, well organized and able to work efficiently and autonomously, as part of a small team.
- Track record of meeting deadlines.



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## **Eligibility and Selection:**

- Based in Brussels, Belgium.
- Home internet access.
- Required to commit to twelve months or more as a staff volunteer.
- Required to attend monthly communications staff evening meetings.
- Hourly commitment per month: 10 hours.

The position is unpaid and part-time. Please note that the YFPF members must be dues paying members. You are not required to be a member to apply, but you must confirm your membership to be accepted for the position.

Your application should include a short cover letter with an outline of your qualifications for the role and ideas for the YFPF Brussels Newsletter (not to exceed one page) along with your CV.

To apply, please send your application to Laura Ponikelska, Communications & Marketing Director of YFPF Brussels at [laura.ponikelska@ypfp.org](mailto:laura.ponikelska@ypfp.org) and to Fabio Almada, Deputy Director of Communications & Marketing at [fabio.almada@ypfp.org](mailto:fabio.almada@ypfp.org) .

Applications are reviewed on a rolling basis, so apply as soon as possible.