



# YOUNG PROFESSIONALS IN FOREIGN POLICY

**Job Title:** Deputy Director of Communications & Marketing

**Position Description:**

The Deputy Director is a supportive role that should nonetheless be able to stand in for the Communications & Marketing Director when needed. For this reason, the Deputy Director needs to have a solid understanding of all Communications & Marketing team tools, and should have a good understanding of team projects, and be comfortable speaking about YFPF to external and internal contacts.

**Roles and Responsibilities:**

- Assist in Communications & Marketing team management and cover for Director absences in Board meetings
- Prepare agenda and arrange Communications & Marketing team meetings
- Train, motivate and manage the tasks of YFPF Brussels Officers within his/her team
- Keep up to date with any developments in social media
- Coordination of photos for events and upload
- Knowledge of and ability to use all communication channels
- Notify the Communications & Marketing Director to any potential team problems and work proactively to resolve them
- Work on Communications & Marketing team projects on an ongoing basis, as agreed with Communications & Marketing Director
- Look for new ways to communicate YFPF Brussels team messages
- Develop ad hoc elements: infographic, gifs, videos, live tweeting, etc.

**Eligibility and Requirements:**

- Understanding of Communications & Marketing tools;
- Be self-motivated, well organized and able to work efficiently and autonomously, as part of a small team;
- Required to commit to twelve months or more as a staff volunteer;
- Required to attend monthly communications staff evening meetings;
- Required time commitment of up to 15 hours per week;
- Required to respond to e-mails daily [as soon as possible];
- Excellent written and spoken English skills;
- Home internet access;
- Live in Brussels, Belgium.



# YOUNG PROFESSIONALS IN FOREIGN POLICY

This position requires a time commitment of up to 15 hours per week, and the successful candidate would ideally be able to make at least a one-year commitment to the role.

Your application should include a short cover letter with an outline of your ideas for the Communications & Marketing team and your vision for your role as Deputy Director (not to exceed one page) along with your CV.

To apply, please send your application to Fabio Almada ([fabio.almada@ypfp.org](mailto:fabio.almada@ypfp.org)), Director for Communications & Marketing.

**Deadline for applications: Friday, 16th of February 2024 before 18:00 CET**