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**Working Plan of the Promotion and Publications Officer of  
Youth and Environment Europe  
2015/2016  
Jessica Massucco**

**1. Provide editorial support**

- Proofread and review publications
- Advise on the content and presentation of publications
- Support the office in writing documents, social media and website content

**2. Improve communication within the network**

- Ensure YEE publishes at least 3 stories from MOs for each newsletter
- Promote stories and profiles of members on social media
- Check MO social media platforms twice a month and share posts when possible

**3. Promote publications**

- Share existing relevant publications with project teams working on projects in the YEE workplan
- Create a contact list of external groups in order to provide them with our publications or useful materials

**4. Motivate members to be active**

- Encourage online activism (e.g. petitions)
- Promote workshop guides and campaign materials
- Promote MOs' activities and share as good examples across media platforms

**5. Cooperate with other Board members**

- Take part in decision making
- Support all officers by responding to discussions
- Work closely with other Board Members to ensure clear and effective tasks divisions in overlapping areas (arrange strategic meetings with the MO and Project Officers)