

Work Plan of the Promotion and Publications Officer of Youth and Environment Europe

2016/2017

Razmik Sargsyan

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
- Create brand guide of YEE

2. Improve communication within the network

- Ensure YEE publishes at least 3 stories from MOs for each e-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 Work Plan
- Create a contact list of external groups in order to provide them with our publications or useful materials
- Use more social media tools and resources

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)