

**Work Plan of the Promotion and Publications Officer of
Youth and Environment Europe
2017/2018
Daniela Para**

1. Provide editorial support

- Proofread and review publications
- Advise on the content and design of publications
- Support the Secretariat in writing social media and website content
- Create and update the Wikipedia page

2. Promote publications

- Create a contact list of external groups in order to provide them with our publications or useful materials
- Promote publications on other social media platforms (Instagram, Twitter)

3. Motivate member organisations to be active

- Promote workshop guides and campaign materials
- Promote MOs' activities and share good examples across media platforms
- Create more video messages from YEE

4. Keep up with statistics of the YEE social media platforms

5. Cooperate with other Board members

- Take part in decision making
- Support all officers by responding to discussions.