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**Work Plan of the Promotion and Publications Officer of Youth and  
Environment Europe  
2018/2019  
Tamara Panic**

**1. Provide editorial support**

- Collect materials, proofread and review them for the publications
- Advise on the content and design of publications
- Support the Secretariat in writing social media, website and newsletter content
- Create and update the Wikipedia page
- Create Social Media strategy document

**2. Promote publications**

- Update the contact lists 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 among MOs of YEE and wider public
- 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
- Support the Treasurer and Secretary General in Crowdfunding campaign