

Communications Coordinator (Junior) / Administrative Assistant

Function description:

- part-time job (from 1 day/week to 50% FTE)
- temporary: (3-6 months)
- can be done from home
- once a week: be present at physical location of a weekly meeting

General Tasks:

- give administrative support for all the communications tasks
- organise the workflow
- keep documentation of all the procedures
- maintain lists of contacts
- collect & organise polls answers & survey answers

TMR Specific Tasks, Basic:

- take notes at Wednesday's meetings & publish them on the wiki
- collect links from the Signal chat & organise them & publish them on the wiki
- public "weekly update" (requests, offers, events, jobs, news, updates...)
- share "weekly update" on Social Media
- be in touch with all of the involved people

Advanced / Senior:

- organise public events / workshops
- do the Social Media outreach
- search for relevant content on the Social Media & news & bring back to the group
- coordinate sub-groups (once we have them)
- outreach: contact the groups that are missing
- write blog posts
- produce the series of events