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**Work Plan of the Communications Officer of Youth and  
Environment  
Europe 2020/2021  
Gagik Harutyunyan**

- 1. Provide help & assessment for YEE newsletter & YEE publications**
  - cooperate with YEE secretariat for YEE newsletters,
  - collect materials, images, and articles from MO's,
- 2. Keep up with statistical information of YEE social media platforms**
- 3. Taking part in Communications Team meetings weekly**
- 4. Creating cooperative connection with ESC Communications volunteers, taking part in distributing tasks**
- 5. Promote newsletters & publications on YEE social media.**
  - promote newsletters and publications and other attractive methods on all YEE social media (Instagram, twitter...),
  - Update the contact list of external groups in order to provide them with our publications or useful materials.
- 6. Provide YEE Crowdfunding campaign with help & social media assessment.**
  - assist in YEE Crowdfunding campaign on social media,
- 7. Being active and participating in all VBM's & PBM's**
- 8. Collaborate with YEE Board and YEE Secretariat**
  - support YEE Board and YEE Secretariat on their task when they need help,
  - being part and active in the decision-making process,
  - Participating or representing YEE at external events where YEE is invited,
  - review and change YEE policies and procedures
- 9. YEE events**
  - Take part in YEE activities,
  - Provide help for YEE activities,