



DiEM25 Operations

**Job
descriptions
and info**



Erik Edman - Political Director



Aims/responsibilities

- DiEM25 is represented towards other Brussels-based political actors and media
- Overall political agenda and strategy approved by the Coordinating Collective is implemented
- Process of creation, solidification and political direction of MERA25, DiEM25's political parties, is developed, supervised and implemented
- DiEM25's plans of actions around political priorities get developed, supervised and implemented
- Political and strategic goals of DiEM25 and MERA25 are kept in coherence on a day-to-day basis

Status: Elected

Salary: Full-time

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Ivana Nenadović - Finance Coordinator



Aims/responsibilities

- The movement's finances are managed according to Belgian law and the movement's capacities
- Resources are put where they bring the biggest impact for the movement, in line with the agreed priorities
- Procedures for approving, requesting or declining funds are in place and conducted properly
- The approved budgets are kept to and reports are delivered regularly
- The staff hiring process is overseen from a legal and financial point of view

Status: Elected

Salary: Full-time

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Judith Meyer - Head of IT



Aims/responsibilities

- DiEM25's IT infrastructure is working properly
- Improvements and additions to the IT infrastructure get implemented
- All member votes and elections are scheduled and set up in time
- System administrators, coders and web designers are coordinated and can provide their input whether they are paid labor or volunteers
- Members, elected members and other users in need get technical help and trainings to use DiEM25's IT tools

Status: Ex officio

Salary: Full-time

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Johannes Fehr - Organising Director



Aims/responsibilities

- The Coordinating Collective meetings are organised and well structured
- Creation and coordination of DiEM25's volunteering groups and bodies (Validating Council, national coordination teams, translation task forces, etc.) according to organisational structures and procedures
- MERA25 groups in Germany and Local Collectives in general are onboarded, organised and activated
- The staff hiring process is structured and organised
- The organising platforms Mattermost and cloud are well structured and work smoothly for all, who use them

Status: Ex officio

Salary: Full-time

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Lucas Febraro - Communications Director



Aims/responsibilities

- Sets the tone of DiEM25's messaging and makes sure it's properly conveyed across all communications channels
- Defines, coordinates and evaluates the implementation of our communications plans
- Coordinates the work of the transnational communications team across all areas
- Links DiEM25 with the communications teams of all MERA25s and with the Progressive International's
- Acts as spokesperson for DiEM25 when needed
- Owns the drafting of statements, and assists in the creation of digital content and in media relations

Status: Ex-Officio

Salary: Full-time

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Dušan Pajović - Campaign Coordinator



Aims/responsibilities

- Designing, overseeing and coordinating all DiEM25 campaigns
- Working with the Coordinating Collective to develop an overarching mobilisation strategy to transform DiEM25's political vision into radical demands around which activists can mobilise
- Mobilising activists within DiEM25 and outside of it by organizing training sessions that generate concrete and disruptive actions

Status: Ex-Officio

Salary: Full-time

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Amir Kiyaei - Policy Coordinator



Aims/responsibilities

- DiEM25's policy programmes are drafted, deliberated and delivered according to our overall political agenda, strategy and organising principles.
- Organises DiEM25 activists groups who seek to transform the radical demands of the Movement into concrete policy proposals.
- Coordinates the work of Policy Task Forces who are entrusted with consolidating views of our membership into Policy Papers.
- Facilitates the creation and incubation of Thematic Collectives that are self-organised groups of members wishing to engage transnationally on topics of interest to the Movement.
- Connects policy activists and their work with other bodies of the Movement, as well as MERA25, in order to progress our campaigns, external communications and member education
- Mediates policy interchange between DiEM25 and our MERA25 Political Parties, ensuring that the core agenda of the former is sufficiently integrated into electoral programmes of the latter.

Status: Ex-Officio

Salary: Part-time

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Mehran Khalili - Political communications and impact



Aims/responsibilities

- DiEM25 is organised and professionalised internally to give it the greatest chance of having an impact
- The coordination of DiEM25's mobilising, 'power-confronting' activities (electoral, grassroots and others) is supported to generate impact
- The movement's outreach, onboarding and activist training functions are supported, where possible, to the same end
- Internal and external communications activities are in line with achieving DiEM25's goals

Status: Ex officio

Salary: Part-time

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Davide Castro - Digital Communications



Aims/responsibilities

- Creating and publishing high-quality content for all social media channels, and analysing key metrics
- Identifying and improving organisational development aspects (such as training webinars, etc)
- Scheduling and promoting content through social advertising
- Internal communications with local and national social media coordinators
- Managing content calendar and planning specific, timely campaigns
- Monitoring and responding to users on social media
- Developing and expanding community and/or influencer outreach efforts
- Coordinating with DiEM25 designers for graphics, videos and translations
- Developing brand awareness and online reputation

Status: Ex officio

Salary: Full-time

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Nadia Sales Grade - Media relations & Newsletter coordination



Aims/responsibilities

- Coordinates and sets up all international newsletters
- Coordinates all translations for core languages for newsletters
- Coordinates translations for further languages for elections, fundraisers, campaigns, etc...
- Overviews all subscriber communication via Mailchimp
- Coordinates the team of national press officers and press volunteers
- Manages transnational media relations and PR

Status: Ex-Officio

Salary: Part-time

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Panos Stenos - Info Desk & Translations Coordination



Aims/responsibilities

- Coordinating the info desk staff to provide a one-stop shop service for all queries or complaints about DiEM25 from members or the general public
- Ensuring staff is well versed in the foundational texts, structure, tools, policies and activities of the movement and answer promptly and comprehensively, redirecting queries within DiEM25 only when necessary
- Providing aggregate feedback to the Operations Team
- Coordinating the Translation & Subtitling Task Force to provide timely and well written translations of DiEM25 content as requested, subject to volunteer availability at any time
- Supporting a discussion community in Mattermost to foster collective translation wisdom, so that the DiEM25 message is better targeted to each language group audience
- Expanding/strengthening translation capacity by onboarding and empowering volunteers

Status: Staff

Salary: Part-time

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Andreas Vou - Web editor



Aims/responsibilities

- Owns the external part of DiEM25's website
- Makes sure our website is updated with new content on a daily basis in coordination with our communication and translation teams
- Establishes and oversees the implementation of our editorial and style guidelines
- Establishes and grows a pool of contributors from the DiEM25 Coordinating Collective, Advisory Panel, National Collectives, Local Collectives, campaigns
- Edits article submissions, and writes copy directly as needed

Status: Ex officio

Salary: Part-time

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Alex Wilk - Web design and front-end development



Aims/responsibilities

- Design and development of the DiEM25 WordPress site with continued improvements
- Feedback and reported bugs are dealt with
- Redesign and front-end development of pages on internal DiEM25 site and members area
- Coherent graphics, typography and brand identity implemented across all online platforms
- Brand style guide to be provided for online content
- Website manual for WordPress site to be provided

Status: Staff

Salary: Part-time

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