



DiEM25 Operations

**Job
descriptions
and info**



Amir Kiyaei - Policy Director

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: Full-time

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Davide Castro - Acting Communications Director

Aims/responsibilities

- Oversees DiEM25 external Comms
- Executive decision-making together with Deputy Comms Director
- Sets the agenda for Comms team meetings
- Primary contact point between the Comms team and the Operations team, Coordinating Collective, national teams, etc.
- Finds volunteers to maintain flow of video content
- Manages social media and ensures content is published daily
- Produces CC livestreams, podcast shows, edits them and publishes them as video and audio
- Contact point for graphic design requests

Status: Ex officio

Salary: Full-time

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Mehran Khalili - Communications Deputy Director



Aims/responsibilities

- Executive decision making together with Comms Director
- Moderates Comms team meetings
- Advises the Comms team; provides hands-on assistance on daily tasks when needed
- Coordinates and moderates Coordinating Collective's livestreams
- Hosts podcasts on DiEM TV YouTube channel

Status: Ex officio

Salary: Part-time

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Nadia Sales Grade - International Media Relations

Aims/responsibilities

- Coordinates the team of national press officers and press volunteers
- Manages transnational media relations and PR
- Builds a network of journalists and seeks media opportunities to showcase DiEM25's spokespersons
- Approves national newsletters and coordinates the overall schedule for all DiEM25 newsletters

Status: Ex-Officio

Salary: Part-time

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Andreas Vou - Web editor

Aims/responsibilities

- Responsible for the external part of DiEM25's website
- DiEM25's website is updated with new content on a daily basis in coordination with Comms 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, etc.
- Edits article submissions, and writes copy directly as needed

Status: Ex officio

Salary: Part-time

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Johannes Fehr - Organising Director for Germany



Aims/responsibilities

- The movement and party in Germany are growing, volunteering and local groups as well as regional structures are set up according to organisational rules and procedures
- Collaboration, coordination and coherence between DiEM25 and MERA25 in Germany are going smoothly
- DiEM25 and MERA25 communication channels in Germany are active, organised and grow regularly
- The staff hiring process for MERA25 and DiEM25 in Germany is structured and organised
- DiEM25 and MERA25 have a physical presence on the ground in Germany and the international organisation profits

Status: Ex officio

Salary: Full-time

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Ivana Nenadović - Finance and Fundraising Director



Aims/responsibilities

- The movement's finances are managed according to Belgian law and the movement's financial 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
- Regular fundraisers are planned and developed, as well as other ways of crowdfunding
- DiEM25's staff hiring process is overseen from organisational, legal and financial points 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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Panos Stenos - Info Desk, Translations and Newsletters 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 translations volunteers are well versed in the foundational texts, structure, tools, policies and activities of the movement and answers info desk tickets 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
- Coordinates volunteers on Mattermost to foster collective translation wisdom, so that the DiEM25 message is better targeted to each language group audience
- Expanding/strengthening translation capacity

Status: Staff

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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