



APJB SPECIALISTS TEAM ROLE PROFILE

1. Overview

The Asia Pacific Junior Branch (APJB) Specialists Team consists of 2 (two) youth volunteers who work in collaboration with the APJB Team to handle resources, visual design, and social media.

2. Key Tasks, Responsibilities, and Portfolios

Key Tasks and Responsibilities

The APJB Specialists Team will have regular meetings with the APJB Team to share ideas, plan projects, and set timelines. Both portfolios will stay in close communication with the APJB Team to ensure all outcomes best represent the region.

Portfolios

The APJB Specialists Team consists of 2 (two) portfolios, with 1 (one) youth volunteer assigned to each portfolio. Their responsibilities include, but are not limited to:

1. Social Media Specialist

- Plan, design, and create content for APJB social media accounts (Instagram & TikTok) in collaboration with the APJB Team.
- Create graphic design assets and layout schedules for JASPARC social media posts, including infopacks, slide templates, JB Faces features, etc.
- Collect and upload neighborhood workshops documentation to the database alongside the Resources Specialist.

2. Resources Specialist

- Keep official meeting records (e.g., minutes of meetings) and databases up to date, including collecting and organizing pictures from neighborhood workshops with the Social Media Specialist.
- Assist the APJB Team in maintaining and organizing APJB resources (e.g., drafting documents).



- Keep all shared resources confidential, unless stated otherwise, accessing them exclusively through an APJB Team-approved email account.

3. Key competencies (ASK)

The APJB Specialist team possesses the following Attitudes (A), Skills (S), and Knowledge (K):

- Willingness to work on different tasks assigned by the APJB team and provide input **(A)**
- Willingness to be firm and transparent with personal needs and expectations **(A)**
- Ability to take productive and efficient approaches when dealing with a variety of work styles **(S)**
- Ability to use all the Google office apps proficiently **(S)**
- Ability to use Canva, Figma, and/or any media editing software **(S)**
- Understanding of the mission, vision, and core values of CISV and the Junior Branch **(K)**
- Understanding of the J-01 goals **(K)**
- Understanding of how to use social media platforms (i.e. Instagram, tiktok) **(K)**

4. Applicant Requirements (if any)

All applicants are required to:

- Be an active Junior Branch member from the Asia-Pacific region
- Have WhatsApp

5. Election, Term, Vacancies, and Time Commitment

Election

Each year, a new APJB Specialists Team will be selected anonymously to the role by the APJB Team. The election results will be solely based on the anonymous application form submitted.

Term

The APJB Specialists Team serves a 1-year term, which begins 1-2 months after the new APJB Junior Team Members are elected. The recruitment process starts when the APJB Team posts an open recruitment announcement on APJB's social media.



Time Commitment

APJB Specialists Team members are expected to meet once a month with the APJB Social Media and Resources Coordinators or the full APJB Team, unless a different schedule is agreed upon.

6. Team Structure

The APJB Specialists Team is made up of two youth volunteers working alongside the APJB Team and its Social Media and Resources Coordinators. Applicants will select their preferred portfolios during submission.