WORLD PUZZLE FEDERATION

WPF Director

Job Description

Overview: The WPF Director's primary duty is to facilitate and oversee the promotion and growth of puzzles around the globe.

To achieve this, the WPF Director may undertake the following tasks, or appoint other capable people to do them.

1. **Promotions**
   - To seek sponsorship for the WPF and WPF events
   - To seek publicity for the WPF and WPF events
   - To manage planning, publication and distribution of the WPF Newsletter
   - To undertake new promotional projects under pre-planned budgets

2. **Administration**
   - To ensure timely communication with WPF members and handle requests received
   - To run the board's discussions
   - To manage the agenda for GA/board meetings and provide reports on the meetings afterward
   - To manage or delegate other duties and projects the board undertakes
   - To ensure that the WPF has candidates for officers for WPF projects

3. **Social Media and Outreach**
   - To manage all the WPF social networks – Facebook, Youtube, Twitter, etc.
   - To undertake social participation campaigns under pre-planned budgets

4. **Event Management**
   - To ensure that WPF events have suitable venues and organizing personnel
   - To ensure that WPF events have specific Competition Directors appointed

5. **Technical Maintenance**
   - To manage the results software and potential improvements
   - To manage the WPF website and forum
   - To manage the WPF archives and purchases via WPF web page

6. **Overseeing the WPF Grand Prix Tournament**
   - To support the GP Directors
   - To select the puzzle authors
   - To manage the forum, GP web page – should ideally be done under Technical Maintenance
   - To ensure all puzzles, booklets and other information are provided on time

- To inform all the players about the upcoming GP round – should ideally be done under Social Media and Outreach
- To manage the face-to-face finals (puzzle booklets, trophies, certificates, site management, finalists, proctors)

Key Skills and Competencies:
- Fluent level of English
- Strong communication skills, presentation skills, assertiveness, independence
- Good data entry skills with attention to detail
- Intermediate level skills in Microsoft business applications including Word, Excel,
- Knowledge of Graphic applications is beneficial

We offer:

- Highly energetic, international team with good and friendly spirit
- Salary 600 EUR/month
- Paid travel costs for the World Sudoku/Puzzle Championship every year

Deadline for the candidacy: December 31, 2016