



## **Joint Events Coordinator**

Responsibilities of the role include:

- collaborating with the YLTSIG events team to manage online and F2F events
- brainstorming themes for YLTSIG events and drafting calls for speakers
- selecting speakers for YLTSIG events (diversity and inclusion considered)
- timetabling YLTSIG events (online & F2F) and crafting programmes
- pricing events by consulting IATEFL Head Office to create registration links
- communicating with local organisers about joint events and drafting budgets
- promoting YLTSIG events and communicating information to members
- drafting digital feedback templates (with data protection considered)
- gathering information on travel, accommodation and eateries for F2F events
- capturing anonymous feedback and data on YLTSIG annual web conferences

An ideal YLTSIG Joint Events Coordinator has:

- excellent organisation skills
- experience of organising ELT events and/or teacher training programmes
- excellent teamworking skills
- good Microsoft Office skills
- a global network of YL ELT professional contacts
- a proven track record in ELT with children and teenagers