



Committee member job descriptions

Social Media Coordinator

IATEFL ESPSIG is currently seeking *one* committee member to

1. promote ESPSIGs events and activities through social media. More specifically, the committee member would be responsible for maintaining and moderating the SIG's social media accounts on Facebook, Twitter, Instagram and LinkedIn, and
2. collaborate with other committee members responsible for online and face-to-face events, journal calls and scholarships in order to design engaging content.

An ideal candidate for this position would have:

- knowledge of social media platforms
- ability to put together publicity materials (to be used online) for events and other SIG activities
- the willingness to attend committee meetings, stay in contact with the Committee (via Slack and email), and attend ESPSIG and wider IATEFL conferences and events.
- excellent organisational and team-player skills
- good intercultural skills and ability to work as part of a geographically diverse team
- an understanding of the world of ELT

Webmaster

IATEFL ESPSIG is currently seeking *one* committee member to aid with the reconceptualisation and redesign of our current website.

In addition, this person will be able specifically to

1. update and maintain our website as well as the ESPSIG Resources page on the main IATEFL website
2. help design digital promotional material for the SIG

An ideal candidate for this position would have:

- experience of working with content management systems (website)
- the willingness to attend committee meetings, stay in contact with the Committee (via Slack and email), and attend ESPSIG and wider IATEFL conferences and events.
- excellent organisational and team-player skills
- good intercultural skills and ability to work as part of a geographically diverse team
- an understanding of the world of ELT
- knowledge of using WordPress