



## Committee member job descriptions

### **Social Media Coordinator (one position)**

Main responsibilities of the role:

1. promoting ESPSIG events and activities through social media
2. maintaining and moderating the SIG's social media accounts on Facebook, Twitter, Instagram and LinkedIn, and
3. collaborating 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.

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### **Webmaster (one position)**

Main responsibilities of the role:

1. aid with the reconceptualisation and redesign of our current website
2. updating and maintaining our SIG website
1. updating and maintaining the ESPSIG Resources page on the main IATEFL website
2. helping to 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.