

MaWSIG Joint Events Coordinator: role description

Main duties and responsibilities

The main role of the Joint Events Coordinator is to work closely with the other Joint Events Coordinator(s) and committee members in implementing MaWSIG's ambitious events programme. MaWSIG aims to arrange several key events throughout the year, at least one face-to-face conference/event, a PCE at the IATEFL main conference, a SIG day at the IATEFL annual conference, as well as a number of other opportunities for our members, including small-scale meetups, one-off events and online webinars and conferences.

As a Joint Events Coordinator you will be involved in a number of supportive tasks, including and not limited to:

- using your industry contacts and knowledge to help decide on the themes and topics for events, and the most suitable formats
- sourcing speakers and sponsors
- selecting locations/venues and liaising with key contacts
- if local, on-site set up/clearing away tasks, registering delegates, helping the local organizer where necessary, etc.
- helping to organise and keep to schedules, programmes, etc.
- running/setting up online events through available tools/software, etc. (liaising with other coordinators)
- contributing to the future success of MaWSIG by actively engaging in all the SIG's activities
- relevant administrative support and budget liaison with treasurer/committee members.

An ideal candidate for the position would:

- have excellent organisation and communication skills
- have experience of organising both F2F and online events
- be quick to communicate with the rest of the committee and join in our regular online team meetings (currently every Friday afternoon at 1 pm UK time)
- understand the current issues of the ELT industry and how these impact materials writing
- have relevant experience and interest in the ELT materials writing sector.