

MaWSIG Joint Website Coordinator role description

Main duties and responsibilities

- Help manage the MaWSIG website appearance, features and functionality.
- Provide technical support for webinars and online events when necessary.
- Provide technical support for face-to-face events when required. This may involve working with different aspects of audiovisual equipment used at the events.
- Help create promotional material for social media platforms.

An ideal candidate for the position would:

- have some experience of building websites in Wordpress.
- have good all-round technical knowledge.
- have some experience presenting and managing webinars.
- have an understanding of user-experience design.
- 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).
- be prepared to help run and attend the SIG's key events.
- 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.