



### Digital Events Coordinator

LASIG is looking for a digital events coordinator to join our volunteer team of educators passionate about supporting foreign language learner autonomy.

#### Responsibilities of the role include:

- planning and running regular online events
- putting out a call for papers for events and choosing speakers as well as putting the programme together
- contacting exhibitors and sponsors for events and setting up sponsorship packages
- advertising, marketing, and setting up the timetable for the event
- liaising with IATEFL Head Office to coordinate registration, the budget, and feedback on the event

#### The ideal candidate for the position would have:

- excellent organisational skills
- experience organising online events in different formats (for example workshops, conferences) on learner autonomy related topics
- the knowhow of and contacts in the ELT world
- the ability to put together advertising (InDesign, etc.)
- current IATEFL LASIG membership

This is a volunteer position. We are a close team and can offer you support and camaraderie.

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### LASIG Newsletter Editorial Team Member

LASIG is looking for an additional editor to join our newsletter team. The newsletter, *Independence*, is published twice a year as an online magazine.

#### Responsibilities of the role include:

- Contacting potential authors and soliciting contributions
- Proofreading, editing and formatting articles in conjunction with authors
- Liaising with other committee members for SIG announcements and editorials

#### The ideal candidate for the position would:

- be comfortable formatting and laying out content
- be able to find contributors and follow up with them to ensure they meet deadlines
- be able to help produce two quality newsletter issues each year
- have a good eye for detail and accuracy, especially when proofreading and formatting
- attend committee meetings and stay in contact with the SIG committee
- current IATEFL LASIG membership

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