Events Coordinator role description

General responsibilities

- working closely with a local organiser to set up and run events
- contacting exhibitors and sponsors for events and setting up sponsorship packages
- putting out a call for papers for events and choosing speakers as well as putting the programme together
- advertising and marketing events
- working with the local organiser on the budget for an event and submitting it to IATEFL HO for approval
- creating registration and feedback forms for the event
- helping the local organiser with getting information regarding accommodation, travel and restaurants for the event
- getting all relevant information out to members
- using your industry contacts and knowledge to help decide on the themes and topics for events, and the most suitable formats.

An ideal candidate for the position should

- have a positive attitude, ability to be flexible, and strong interpersonal skills
- be willing to work as part of a team, and communicate with other members of the committee in a timely manner
- have excellent organisational skills
- have experience of organising both physical and online events
- have experience of using digital technologies in an educational and / or commercial context
- have sufficiently good quality internet access for frequent access to email
- be able to physically help run and attend the SIG's key events
- be a fully paid up IATEFL TEASIG member, ideally for the past six months.

It is possible for this position to be shared by two Joint Event Coordinators.

All IATEFL members can access more detailed information in the *IATEFL SIG Committees Handbook*, which is located in 'Key Documents' under the 'About' tab when logged into their Member Dashboard https://www.iatefl.org/dashboard.