



Event Coordinator

Responsibilities of the role include:

- 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 the event
- setting up the timetable for the event
- designing the printed conference program
- deciding with the Coordinator on the pricing structure and submitting a budget to IATEFL Head Office (HO) for approval by the IATEFL Treasurer.
- Once the budget is approved, liaise with IATEFL HO for it to go live on the website
- creating feedback forms for the event to send to IATEFL HO
- helping the local organiser with getting information regarding accommodation, travel and restaurants for the event
- creating charts to visualize conference feedback
- 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 would have:

- excellent organisational skills
- experience with organising both physical and online events
- excellent team player skills
- Be able to physically help run and attend the SIG's key events
- excellent Microsoft Word, Excel & PowerPoint skills
- experience and contacts in the ELT world
- willingness to work as part of a team, and communicate with other members of the committee in a timely manner
- a positive attitude, ability to be flexible, and strong interpersonal skills
- a sufficiently good quality internet access for frequent access to email, Skype and of using digital technologies in an educational and / or commercial context
- experience in hosting or moderating webinars and / or being comfortable with web conferencing tools
- experience as an ESOL practitioner
- a broad knowledge of the ESOL field and the needs of ESOL practitioners