

Membership & Sponsorship Coordinator



This role includes managing member communications and working to increase membership through communicating with members and non-members to find out what they want from YLTSIG. It also involves assisting the SIG to be more involved with outreach and possible sponsorship to other like-minded groups, organisations and individuals, as well as researching and recruiting sponsors for the SIG itself. It may also include organising and maintaining a sponsorship scheme for conferences and other events.

Interested parties will need to contribute to:

- looking after miscellaneous matters at the annual conference and organising a SIG table with newsletters and SIG information
- dealing with member communications e.g. via the IATEFL *eBulletin* or other channels
- proactively seeking opportunities to enhance the member benefits offered by the SIG
- looking for marketing and publicity opportunities and dealing with them proactively
- researching and recruiting sponsorship for SIG events such as the annual web conference or main conference SIG Showcase
- attending committee meetings and staying in contact with the SIG Committee
- organising and maintaining a scholarship scheme for conferences and other events

An ideal candidate for the position would have:

- excellent organisational skills
- a proactive mentality and ability to work independently
- strong interpersonal and intercultural skills
- experience and contacts in the ELT world
- the ability to work to deadlines
- a commitment to promoting diversity and inclusion in all aspects of the work of the SIG