

MaWSIG Publications Coordinator: role description – June 2022

Main duties and responsibilities

The Publications Coordinator's main role is to commission regular blog posts for the website and to collate these for our annual ebook, *Manuscript*, which is produced by an external design agency. The role also involves:

- writing quarterly articles for IATEFL *Voices* magazine about what MaWSIG has been doing
- contributing to the monthly IATEFL ebulletin with our news and events plans
- compiling a regular email update for MaWSIG members
- setting and monitoring a simple budget for MaWSIG publications
- maintaining contacts in the wider ELT community to provide sources of information and material for our publications
- regularly attending MaWSIG committee meetings
- attending the MaWSIG PCE day at the annual IATEFL conference (limited travel and accommodation costs are paid by IATEFL)
- attending the annual face-to-face MaWSIG committee meeting (usually held during the week of the IATEFL conference)
- working closely with the MaWSIG Editor and the Website Coordinator.

An ideal candidate for the position would:

- be passionate about sharing best practice in ELT materials writing
- have experience of ELT teaching and of the ELT materials writing/creation process
- understand the issues facing the ELT industry and how these impact materials writing
- have excellent organisational and communication skills
- have relevant contacts in the ELT publishing industry
- be quick to communicate with the rest of the committee and join in our regular online meetings.

IATEFL rules require that only current members of the SIG who have been members for one year or more may stand for election to the committee of that SIG. Individuals whose institution is a member of IATEFL are also eligible to apply for the position.