



Volunteer role descriptions

Publications Coordinator

Are you our next Publications Coordinator? In this varied role, you will be involved in all aspects of our publications, not only our newsletter, *Business Issues*, but also our round-up of talks from our conference, Conference Selections, and overseeing the IATEFL BESIG blog.

Responsibilities include:

- Overall coordination of our publications
- Being on the IATEFL BESIG committee and keeping the committee updated on publications
- Working together with a team of dedicated volunteers (the BESIG Publications Team) who will assist in various tasks such as:
 - Finding contributions - articles, book reviews, columns, blog posts
 - Setting submission deadlines
 - Compiling, editing and proofreading the contributions
 - Finding and selecting photos, as needed including cover photo
 - Writing editorials
 - Liaising with proof-readers as necessary
 - Liaising with the layouters and discussing layout wishes / requests / changes

An ideal candidate will have:

- Excellent organisational skills and the ability to work to deadlines
- Publishing and/or editing experience
- Strong interpersonal skills
- Good computer skills and a reliable internet connection
- A willingness to attend conferences and events and to travel to committee meeting (normally coincides with the IATEFL BESIG Annual Conference)

The successful candidate, who will be part of the committee and have voting rights, will be appointed for a three-year term. Attendance will be required at committee meetings.

Publications Assistant

Have an eye for detail? We are looking for an assistant for our Publications Coordinator. The role includes:

- Assisting with compiling, editing and proof-reading contributions
- Working closely with the Publications Coordinator to source new content
- Communicating regularly with other members of the BESIG Publications Team to ensure that deadlines are met

An ideal candidate will:

- Have excellent written communication skills
- Have previous experience of editing, proofreading and, if possible, layouting
- Be familiar with publishing software
- Be able to work to deadlines

The successful candidate will be appointed for a three-year term but will not be part of the committee. They will therefore not have voting rights.



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Website Support

If you know Wordpress, we're looking for your support. Come and join our lively team and help us keep our website up-to-date.

Responsibilities include:

- Assisting with updating the IATEFL BESIG website (Wordpress) and IATEFL website as BESIG administrator
- Posting of new information, events and news
- Giving monthly updates to the committee

An ideal candidate for this position would have:

- Experience with Wordpress or similar
- Excellent communication skills

The successful candidate will be appointed for a three-year term but will not be part of the committee. They will therefore not have voting rights.

Design Assistant

Looking for an outlet for your creative talents? We are looking for an imaginative individual to help the IATEFL BESIG teams to design promotional posts based on our branding for social media campaigns.

An ideal candidate for this position would have:

- A good mix of creative and technical skills
- Knowledge of popular creation programs
- The ability to quickly produce basic media

The successful candidate will be appointed for a three-year term but will not be part of the committee. They will therefore not have voting rights.