

Outreach Officer

Responsibilities of the role include:

- planning, coordinating and reporting on the SIG's outreach activities
- seeking ties with other organisations worldwide to help shape the future of the SIG by exploring possible collaboration and enhancing membership, thus establishing a global reach for SIG activities
- contributing to the ESPSIG's presence on Facebook, Twitter and LinkedIn and using these to promote ESPSIG and outreach activities
- providing outreach content for the SIG website
- contributing to the preparation of relevant slides for SIG events (PowerPoint)
- writing the relevant input for the SIG's monthly e-bulletin and other ESPSIG publications
- managing the Outreach Officer email account and dealing with queries from members concerning the SIG's outreach activities
- willingness to maintain regular contact with other committee members through Slack and email
- willingness to attend regular meetings (both online and F2F)
- supporting SIG events both online and F2F

An ideal candidate for the position would have:

- experience of working with social media tools
- good Microsoft Word & PowerPoint skills
- a keen interest in building and maintaining relationships with organisations worldwide
- excellent oral and written communication skills.
- strong intercultural and interpersonal skills
- ability to work in a team
- ability to work to (sometimes tight) deadlines
- excellent organisational skills
- good computer skills and internet access
- experience and contacts in the ELT world