



Publications Officer

This can include any publication (newsletters, blogs, books) which the SIG produces. It includes:

- the commissioning of articles;
- commissioning of advertising;
- proofreading and editing in conjunction with authors;
- production of the 'From the Editor' article for newsletters;
- liaison with the Coordinator for the 'From the Coordinator' article and for any SIG announcements which should be included in the newsletter.
- The Publications Officer role also includes typesetting and final proofreading.

Interested applicants should:

- have access to email for discussion and planning purposes
- be able to produce two quality newsletters every year. Each newsletter should reflect the breadth of membership interest where possible
- note that the position requires close communication with the SIG coordinator and IATEFL Head Office (HO)
- be able to make decisions regarding the overall content
- find advertisers and advise them regarding their requirements and be willing and able to dedicate the time needed to do this
- find contributions (e.g. articles, book reviews, columns)
- follow up leads for possible articles
- remind committee members of submission deadlines
- compile and edit/proofread the contributions
- find / select photos, as needed, including cover photo
- write the editorial for each issue
- organise the content for each issue and email it to IATEFL HO for mailing to members
- liaise with the layouter and discuss layout wishes/requests/changes
- do the final proofreading of the newsletter and send the email to members to accompany the newsletter to IATEFL HO
- send a list of contributors and their regular email addresses to IATEFL HO
- send billing information of advertisers to IATEFL HO
- attend committee meetings and stay in contact with the SIG Committee

An ideal candidate for the position would have:

- well-developed editing and writing experience
- good spelling and grammar skills
- good computer skills and internet access
- strong interpersonal skills
- be able to work to deadlines
- Be an experienced ESOL practitioner
- Have a good understanding of the ESOL field and the needs and challenges of ESOL practitioners