**Web Coordinator**

Responsibilities of the role include:

* updating and maintaining the ESOLSIG website
* helping with the organization of the ESOLSIG’s PCE and annual budget and when necessary, helping with online and onsite events
* providing technical support for other committee members where necessary
* helping with social media to promote SIG activities
* helping to establish ties with other SIGs to develop ideas for joint online events
* helping to shape the future of the SIG’s online presence by exploring ways in which web technologies can enhance membership and establish a global reach for SIG activities

An ideal candidate for the position would have:

* experience of working with content management systems (website)
* experience of working with web conferencing tools
* experience of working with social media tools
* basic video & audio editing skills
* good Microsoft Word & PowerPoint skills
* a familiarity with trends in social media
* a keen interest in how technology is used in teaching and professional development