

LASIG Events Coordinator

LASIG is looking for an events coordinator to join our volunteer team of educators passionate about supporting foreign language learner autonomy.

Responsibilities of the role include:

- planning and running regular in-person events
- putting out a call for papers for events and choosing speakers as well as putting the programme together
- contacting exhibitors and sponsors for events and setting up sponsorship packages
- advertising, marketing, and setting up the timetable for the event
- liaising with IATEFL head office to coordinate registration, the budget, and feedback on the event

Candidates need to bring:

- excellent organisational skills
- experience organising events in different formats (for example workshops, conferences) on learner autonomy related topics
- knowhow of and contacts in the ELT world
- ability to put together advertising (Indesign, etc.)
- LASIG membership

This is a volunteer position. We are a close team and can offer you support and camaraderie.

To apply for this position:

Please send a short statement of interest (approx. 200 words) by 27 March 2023 outlining why you would be interested in volunteering for LASIG and what you can contribute to the events team.