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**IATEFL LTSIG “Content Team Member”**

**May 2023 - June 2026**

The content team member is responsible for collaborating with and facilitating all aspects of content creation for the LTSIG.

**Role description**

**The “Content Team Member” should:**

1. collaborate with the rest of the content team, which includes the newsletter editor, the webmaster and the social media manager
2. find contributions for the website blog and the newsletter (articles, book reviews, columns, videos, podcasts)
3. follow up leads for possible articles
4. remind guest authors/bloggers of submission deadlines
5. find/select photos or create multimedia as needed
6. be able to collaborate with the newsletter editor to organise the content of each issue and produce three newsletters per year
7. communicate closely with the SIG coordinator and the content team
8. coordinate or facilitate SIG publication projects, e.g. research reports and books.
9. revise and update (in collaboration with the content team) clear publications guidelines for a variety of formats, e.g. blogs, articles, videos, podcasts and other multimedia
10. attend monthly meetings (online) and share updates, insights, ideas, issues or problems with the committee

**An ideal candidate for the position should:**

* have excellent editing and writing experience
* have experience in conducting research in digital learning and be able to evaluate and edit research articles
* have competent multimedia publishing skills, including creating videos and working with WordPress
* have an eye for detail and the ability to meet deadlines
* be resourceful and know where to find good writers, bloggers and cutting-edge thinkers
* have strong interpersonal networking skills. This is crucial for fostering quality professional relationships within ELT and attracting talented guest bloggers, writers and experts in the field who could contribute content to the LTSIG
* keep abreast of developments in the EdTech field
* have excellent communication skills as they will need to communicate clearly with the LTSIG committee and the community at large
* have a good balance of creative & critical thinking skills
* take the initiative when inspired or required to do so.

The position lasts three years. If the committee member wishes to step down from the position, they should give a two-month notice to the coordinator and help induct the new person replacing them. Once elected, the committee member can re-apply for another 3-year term subject to the rest of the committee vote.