Joint Events Coordinator

This role includes working with other members of the Events team on a range of SIG events including our annual webconference, the main conference SIG Showcase and PCE, and any other online or local events that may take place. This involves recruiting and organising speakers and sponsors, working on budgets and marketing, ensuring the smooth running of the event itself, and following up to get and investigate attendee feedback to continuously improve what the SIG can offer.

Interested parties will need to contribute to:

- making decisions about events and themes the SIG will organise and/or contribute to
- putting together budgets, pricing schemes etc and liaising with IATEFL HO
- recruiting and supporting speakers
- contacting exhibitors and sponsors and working with the Sponsorship Coordinator
- supporting the marketing of events
- running both face to face and online events as applicable
- ensuring all event administrative duties are completed

An ideal candidate for the position would have:

- excellent organisational skills
- strong interpersonal and intercultural skills
- experience of organising face to face and/or online events before
- experience and contacts in the ELT world
- the ability to work to deadlines
- a commitment to promoting diversity and inclusion in all aspects of the work of the SIG