



## Volunteer role descriptions

### Website Support

This is a great opportunity if you know how to work with websites. IATEFL BESIG is looking for your support to help us keep ours up-to-date. Come and join our lively team.

Responsibilities include:

- Updating and maintaining the IATEFL BESIG website
- Posting and updating of news, events, and other information for members
- Liaising with other team members as necessary
- 1-2 hours a week on average

An ideal candidate for this position would have:

- Experience with WordPress or other website software, or a willingness to learn
- Excellent communication skills
- Availability of 1-2 hours a week on average
- A creative side and an eye for detail

*This role is a three-year non-voting volunteer position. It could be a great opportunity for someone who is interested in a future on the IATEFL BESIG committee.*