Publications Officer
This can include any publication which the SIG produces: newsletters, blogs, books and includes the commissioning of articles; commissioning of advertising; proofreading and editing in conjunction with authors; production of the 'From the Editor' article for newsletters; liaison with the Coordinator for the 'From the Coordinator' article and for any SIG announcements which should be included in the newsletter. The Publications Officer role also includes typesetting and final proofreading.

Interested parties should:
- have access to email for discussion and planning purposes
- be able to produce two quality newsletters every year. Each newsletter should reflect the breadth of membership interest where possible
- note that the position requires close communication with the SIG coordinator and IATEFL HO
- be able to make decisions regarding the overall content
- find advertisers and advise them regarding their requirements and be willing and able to dedicate the time needed to do this
- find contributions (e.g. articles, book reviews, columns)
- follow up leads for possible articles
- remind committee members of submission deadlines
- compile and edit/proofread the contributions
- find / select photos, as needed, including cover photo
- write the editorial for each issue
- organise the content for each issue and email it to IATEFL HO for mailing to members
- liaise with the layouter and discuss layout wishes/requests/changes
- do the final proofreading of the newsletter and send the email to members to accompany the newsletter to IATEFL HO
- send a list of contributors and their regular email addresses to IATEFL HO
- send billing information of advertisers to IATEFL HO
- attend committee meetings and stay in contact with the SIG Committee

- An ideal candidate for the position would have:
  - well-developed editing and writing experience
  - good spelling and grammar skills
  - good computer skills and internet access
  - strong interpersonal skills
  - be able to work to deadlines