

## **Events Coordinator**

Responsibilities of the role include:

- putting out a call for papers for events and helping to choose speakers and put the programme together
- working closely with speakers and committee to set up and run events
- contacting sponsors for events and setting up sponsorship package
- designing the printed conference program
- creating a registration form and deciding pricing for the event and liaising with IATEFL Head Office (HO) in order for it to go live on the website
- getting all relevant information out to members
- using your industry contacts and knowledge to help decide on the themes and topics for events, and the most suitable formats

An ideal candidate for the position would have:

- excellent organisational skills
- experience with organising both physical and online events
- excellent team player skills
- Be able to help run and attend the SIG's key events
- Microsoft Word, Excel & PowerPoint skills
- experience and contacts in the ELT world
  - Willingness to work as part of a team, and communicate with other members of the committee in a timely manner
    - Has a positive attitude, ability to be flexible, and strong interpersonal skills
    - Has sufficiently good quality internet access for frequent access to email and zoom