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 programme
▪ 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