Web Coordinator
Responsibilities of the role include:
▪ updating and maintaining the SIG website
▪ managing the SIG’s email accounts (Google Apps)
▪ coordinating & moderating online events (Weekend workshops & Webinars)
▪ coordinating & moderating the online programme for SIG conferences (simulcasts)
▪ coordinating the SIG’s social media
▪ processing, editing and uploading video and audio recordings for the SIG website & YouTube channel
▪ preparing flyers for SIG events
▪ preparing slides for SIG events (PowerPoint)
▪ writing (or helping to write) the online relevant features in the SIG Newsletter
▪ dealing with queries from members concerning the SIG’s online activities
▪ using social media to promote SIG activities
▪ establishing ties with other SIGs to develop ideas for joint online events
▪ helping to shape the future of the SIG’s online presence by exploring ways in which web technologies can enhance membership and establish a global reach for SIG activities

An ideal candidate for the position would have:
▪ experience of working with content management systems (website)
▪ experience of working with web conferencing tools
▪ experience of working with social media tools
▪ basic video & audio editing skills
▪ good Microsoft Word & PowerPoint skills
▪ a familiarity with trends in social media
▪ a keen interest in how technology is used in teaching and professional development