



Call for Committee Member - Media Coordinator

IATEFL BESIG has an exciting position on the committee for the recently created role of Media Coordinator. Responsibilities include:

1. Managing the demand, creation and dissemination of digital materials through the appropriate media channel(s)
2. Overseeing the SIG's social media and website
3. Writing (or helping to write) the IATEFL BESIG wrap-up feature in *Business Issues*
4. Helping to shape the branding of the SIG's presence by exploring ways to establish and enhance the global reach of IATEFL BESIG activities

An ideal candidate for this position would have:

- Excellent organisational, project management and communication skills
- The ability to lead a volunteer team and to work to tight deadlines
- Experience of working with or willingness to learn video editing programs, G Suite and Microsoft Office programs.
- Experience of working with social media, blogging and websites with support from a team of volunteers
- The ability to attend online committee meetings, stay in regular contact with the Committee (via Slack and email), and attend IATEFL BESIG and IATEFL conferences and events

The successful candidate will be appointed for a three-year term. *Note that the period leading up to our major events such as the IATEFL Conference (usually in April) and the IATEFL BESIG Conference (usually in November) will involve about 1 – 2 hours of extra work per week.*