Joint Events Coordinator

Responsibilities of the role include:
- Organising all aspects connected to events, for example:
    - working closely with a local organiser
    - putting out a call for papers
    - putting the programme together
    - communicating all relevant information to participants
    - providing input on themes and topics

An ideal candidate for the position would:
- have excellent organisational skills
- have experience with organising both face-to-face and online events
- be willing to work as part of a team, and communicate with other members of the committee in a timely manner (Slack, email, Zoom)
- be able to help run and attend the SIG's key events
- have experience in hosting or moderating webinars and / or being comfortable with web conferencing tools
- have experience of and contacts in the ELT world
- have a positive attitude, ability to be flexible, and strong interpersonal skills
- have sufficiently good quality internet for participation in SIG work