



# Committee call: TTEdSIG Publicity officer

## Job description

As the Volunteer Publicity Officer/Community Manager at IATEFL TTEdSIG, you'll be the creative force behind our online vibe. You'll team up with our SIG coordinators, creating a cool social media plan for Facebook, Instagram, LinkedIn, and more. Your job? Create engaging posts that shout out TTEdSIG events. You'll also coordinate campaigns with the Events Coordinator. And it's not just about posts; it's about building a tight-knit community. You'll be the friendly face, responding to comments and making everyone feel at home. Teamwork is the name of the game – work together with team members, volunteers, and partners to keep our online vibe strong. Let's keep the TTEdSIG spirit alive online!

## Responsibilities

- **Social Media Strategy:** Liaise with our SIG coordinators and develop and execute a social media plan to enhance TTEdSIG's online presence.
- **Content Creation:** Generate engaging content for social media channels (e.g., Facebook, Instagram, LinkedIn, etc).
- **Event Promotion:** Liaise with the Events Coordinator and coordinate effective campaigns to boost attendance and participation in TTEdSIG events.
- **Community Engagement:** Foster a sense of community through responding a
- **Stakeholder Collaboration:** Work collaboratively with team members, volunteers, and external partners.

## Ideal candidate

- Experience in creating social media and online content.



- Strong written and verbal communication skills.
- Proficiency in social media platforms and content creation tools.
- Knowledge of the education sector including a good understanding of how IATEFL operates , specifically in teacher training and development.
- Ability to work collaboratively in a virtual team environment.
- Proactive and self-motivated with a keen eye for detail.

## Benefits

- **Active Participation in SIG Events:** Dive into the heart of TTEdSIG by actively participating in and contributing to special interest events, expanding your network and knowledge within the IATEFL community.
- **Social Media Management Experience:** Gain hands-on experience managing social media for a robust 400-member SIG, honing your skills in digital communication and online community building.
- **Exclusive Access to IATEFL TTEdSIG PCE:** Unlock the doors to professional development with complimentary entrance to the IATEFL TTEdSIG PCE (Pre-Conference Event), providing valuable insights and networking opportunities.
- **Recognition and Professional Growth:** Be recognized for your valuable contributions, enhancing your professional profile and fostering personal growth within the IATEFL and language teacher education community.
- **Collaborative Team Experience:** Join a vibrant team of like-minded individuals, fostering a collaborative and supportive environment where your unique skills and ideas are celebrated.
- **Networking Opportunities:** Expand your network by connecting with fellow educators, volunteers, and stakeholders in the field, opening doors to potential collaborations and future opportunities.

Being a Volunteer Publicity Officer at TTEdSIG is more than just a role; it's a rewarding experience with numerous perks. It goes beyond the job, offering chances for personal and professional growth within the global language teaching community.

## A month in the life of the TTEdSIG publicity officer

Navigating the ebb and flow of TTEdSIG activities within the confines of their month, our Volunteer Publicity Officer effortlessly blends their passion for education with the rhythm of life. Early in the month, they kick off with a dedicated session to check and respond to social media comments, creating an engaging and connected online environment. Around the middle of the month, during a coffee break or lunch, they carve out time to craft and upload a standout post about an upcoming event, injecting a burst of creativity into the routine. As the month wraps up, a conversation with Event and SIG coordinators ensures plans align seamlessly. Here's the beauty of it all: this impactful role, shaping the TTEdSIG narrative, typically demands just around an hour or two each month!



## Sound like you?

If all this sounds like you, then please send through a 200-word biodata highlighting why you might be a suitable candidate.

The deadline for applications is **01 March 2024**

