



Committee Call: TTEdSIG Publications Editor

Job Description

As the Volunteer Publications Editor at IATEFL TTEdSIG, you will be the literary architect shaping the narrative of our special interest group. Collaborating closely with our SIG coordinators, you'll be responsible for curating, editing, and crafting content for TTEdSIG's publications, including the newsletter and online blog entries.

Responsibilities

- **Content Curation:** Collaborate with SIG coordinators to identify, curate, and edit content for TTEdSIG publications, including newsletters, articles, and blog entries.
- **Editing Excellence:** Ensure the clarity, coherence, and correctness of written material, maintaining a consistent voice and style across all publications.
- **Publication Planning:** Work in tandem with the team to plan and schedule the release of publications, aligning with the overall communication strategy.
- **Collaborative Teamwork:** Engage with team members, writers, and contributors to facilitate a smooth and efficient publication process.

Ideal Candidate

- Experience in editing and curating written content.
- Strong editorial and proofreading skills.
- A keen eye for detail and commitment to maintaining high-quality standards.
- Familiarity with publication planning and scheduling.
- Knowledge of the education sector, particularly in teacher training and development.
- Ability to work collaboratively in a virtual team environment.
- Proactive and self-motivated with a passion for effective communication.



Benefits

- **Publication Experience:** Gain hands-on experience in shaping and editing content for a renowned SIG, enhancing your editorial skills and contributing to the professional development of educators.
- **Recognition and Professional Growth:** Be acknowledged for your invaluable contributions, elevating your professional profile within the IATEFL and language teacher education community.
- **Collaborative Team Experience:** Join a dynamic team of like-minded individuals, fostering a supportive environment where your skills and ideas are celebrated.
- **Networking Opportunities:** Expand your network by connecting with fellow educators, volunteers, and stakeholders, opening doors to potential collaborations and future opportunities.

A Month in the Life of the TTEdSIG Publications Editor

In the role of TTEdSIG Publications Editor, a typical month involves a strategic editorial approach. At the start, you focus on crafting the TTEdSIG newsletter. Mid-month, you actively engage with writers, offering constructive feedback and proofreading submissions for a polished outcome. Throughout the month, your proficiency in using the IATEFL Head Office Editorial software comes to the forefront, facilitating the smooth release of the biannual newsletter. As the month concludes, you bring your editorial finesse to curate a compelling blog entry on teacher education. This position, requiring a few dedicated hours monthly, offers the gratification of steering TTEdSIG's editorial direction, contributing to our community's dialogue on teacher training and development.

Sound like you?

If this aligns with your skills and interests, please send a 200-word biodata explaining why you are the ideal candidate for the Publications Editor position.

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

