



Call for Committee Member - Online Events Coordinator

IATEFL BESIG is looking for an eager individual to organise our online events programme:

Responsibilities include:

- Looking for potential speakers (along with the rest of the committee)
- Being in contact with the BESIG Events Coordinator (responsible for the annual conference) and the Joint Coordinators to ensure a varied programme with diverse speakers and topics relevant to the BESIG community.
- Coordinating the online events calendar with IATEFL head office
- Organising online workshops and webinars (almost every month)
- Preparing a simple budget for online events together with BESIG treasurer
- Coordinating between the speaker, IATEFL head office, and the BESIG media team so that events can be announced and advertised
- Supporting the BESIG Events Coordinator in organising the IATEFL BESIG annual conference (usually in November).

An ideal candidate would have:

- An interest in curating a varied online events programme or workshops and webinars for the BESIG membership and the IATEFL community
- Organisational skills and a good understanding of Zoom (you will be supported by the BESIG Online Team here)
- The willingness 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 the annual conference will involve an increased workload producing the conference programme*