Newsletter Editor

Responsibilities of the role include:
• finding contributions (e.g. articles, book reviews, columns) to the newsletter
• following up leads for possible articles
• reminding committee members of submission deadlines
• finding advertisers and advising them regarding their requirements
• compiling and editing/proofreading the contributions
• finding / selecting photos, as needed, including cover photo
• writing the editorial for each issue
• organizing the content for each issue and emailing it to IATEFL Head Office
• liaising with the layouter and discussing layout wishes/requests/changes
• doing the final proofreading of the newsletter and authorizing it for print
• sending a list of contributors and their regular mail address to IATEFL Head Office
• sending billing information of advertisers to IATEFL Head Office
• attending meetings and staying in contact with the SIG Committee

Interested parties should:
• have access to email for discussion and planning purposes
• be able to produce two quality newsletters every year. Each newsletter should reflect the breadth of membership interest where possible
• note that the position requires close communication with the SIG coordinator and IATEFL HO
• be able to make decisions regarding the overall content
• find advertisers and advise them regarding their requirements and be willing and able to dedicate the time needed to do this
• find contributions (e.g. articles, book reviews, columns)
• follow up leads for possible articles
• remind committee members of submission deadlines
• compile and edit/proofread the contributions
• find / select photos, as needed, including cover photo
• write the editorial for each issue
• organise the content for each issue and email it to IATEFL HO for mailing to members
• liaise with the layouter and discuss layout wishes/requests/changes • do the final proofreading of the newsletter and send the email to members to accompany the newsletter to IATEFL HO
• send a list of contributors and their regular email addresses to IATEFL HO • send billing information of advertisers to IATEFL HO
• attend committee meetings and stay in contact with the SIG Committee

An ideal candidate for the position would have:
• well-developed editing and writing experience
• good spelling and grammar skills
• good computer skills and internet access
• strong interpersonal skills
• be able to work to deadlines