



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