TEASIG
Call for Volunteers

Joint Events Coordinator

Responsibilities of the role include:

• Organising all aspects connected to events, for example:
  ◆ working closely with a local organiser
  ◆ putting out a call for papers
  ◆ putting the programme together
  ◆ communicating all relevant information to participants
  ◆ providing input on themes and topics

An ideal candidate for the position would:

◆ have excellent organisational skills
◆ have experience with organising both face-to-face and online events
◆ be willing to work as part of a team, and communicate with other members of
  the committee in a timely manner (Slack, email, Zoom)
◆ be able to help run and attend the SIG’s key events
◆ have experience in hosting or moderating webinars and / or being comfortable
  with web conferencing tools
◆ have experience of and contacts in the ELT world
◆ have a positive attitude, ability to be flexible, and strong interpersonal skills
◆ have sufficiently good quality internet for participation in SIG work