



Committee role descriptions

Social Media Coordinator

The main role of the LitSIG Social Media Coordinator is to work closely with the rest of the LitSIG Committee and the Coordinator providing technical support and assistance as needed and to promote LitSIG via its various social media channels.

Identifying new ways of using technology and social media effectively to serve our members is an important part of the role.

The main responsibilities are:

- managing and administering the LitSIG Facebook page
- managing and administering the LitSIG Twitter account
- exploring the possibilities of increasing LitSIG's social media presence, e.g. on Instagram and LinkedIn
- helping to shape the future of LitSIG's online presence by exploring ways in which web technologies can enhance membership and establish a global reach for LitSIG activities
- providing technical support for webinars and online events. This involves
 - booking the webinar rooms,
 - liaising with presenters and doing technical run-throughs,
 - managing the event while it is in progress and
 - submitting the recordings to IATEFL and to the LitSIG website.
- managing and administering (collaborating with the LitSIG Coordinator) online meetings of the LitSIG committee, e.g. via Slack
- preparing electronic flyers for SIG events
- providing technical support for LitSIG committee members where necessary
- writing the relevant input for LitSIG's monthly e-bulletin

An ideal candidate for the position would have:

- experience of working with social media tools
- good Microsoft Word & PowerPoint skills
- some experience presenting and managing webinars on Adobe Connect
- a familiarity with trends in social media
- a keen interest in how technology is used in teaching and professional development
- drive and imagination