

Events Coordinator

Responsibilities of the role include:

- working closely with a local organiser to set up and run events
- contacting exhibitors and sponsors for events and setting up sponsorship packages
- putting out a call for papers for events and choosing speakers as well as putting the programme together
- advertising and marketing the event
- setting up the timetable for the event
- designing the printed conference program
- deciding pricing for the event and liaising with IATEFL Head Office (HO) in order for it to go live on the website
- working with the local organiser on the budget for the event and submitting it to IATEFL HO for approval
- creating feedback forms for the event to send to IATEFL HO for photocopying
- helping the local organiser with getting information regarding accommodation, travel and restaurants for the event
- creating charts to visualize conference feedback
- getting all relevant information out to members via Head Office
- using your industry contacts and knowledge to help decide on the themes and topics for events, and the most suitable formats

An ideal candidate for the position would have:

- excellent organisational skills
- experience with organising both physical and online events
- excellent team player skills
- Be able to physically help run and attend the SIG's key events
- excellent Microsoft Word, Excel & PowerPoint skills
- experience and contacts in the ELT world