



The IATEFL ESOL SIG is a passionate advocate for English for Speakers of Other Languages (ESOL), refugees, and asylum seekers. We are dedicated to providing valuable resources, support, and information to empower these communities in their journey toward integration and success. Our newsletter **ESOL Matters** is vital to this mission, delivering insightful content and stories that make a real impact.

**\*\*Position Overview: \*\***

Are you a talented wordsmith with a heart for social justice? Do you have a keen eye for detail and a passion for storytelling? The IATEFL ESOL SIG seeks a dynamic **Assistant Editor** to join our team and contribute to **The ESOL Matters Newsletter**.

**\*\*Key Responsibilities: \*\***

- Collaborate with the Editor-in-Chief to plan, curate, and develop engaging newsletter content.
- Research and write articles, stories, and features focused on ESOL, refugees, and asylum seekers.
- Conduct interviews and gather personal narratives to share compelling stories.
- Edit and proofread content to ensure accuracy, clarity, and adherence to style guidelines.
- Manage the editorial calendar and meet deadlines consistently.
- Assist in the selection of images and visuals to complement written content.
- Stay informed about relevant issues, policies, and trends impacting our target audience.
- Engage with our community to gather feedback and ideas for content improvement.
- Assist in the distribution and promotion of the newsletter through various channels.

**\*\*How to Apply: \*\***

If you are passionate about using your writing and editing skills to make a difference and are excited about being part of our dedicated team, please submit your resume, a cover letter detailing your qualifications and interest in this role and writing samples to **[Kathryn.sidaway@warwick.ac.uk]**. Please include "Assistant Editor Application - ESOL Newsletter" in the subject line.

Deadline for applications: **[30<sup>th</sup> November 2023]**

Join us in our mission to empower and uplift those in need through the power of words and storytelling. Together, we can positively impact the lives of ESOL learners, refugees, and asylum seekers.