**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

▪     creating a registration form and 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

▪     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

* Willingness to work as part of a team, and communicate with other members of the committee in a timely manner
• Has a positive attitude, ability to be flexible, and strong interpersonal skills
• Has sufficiently good quality internet access for frequent access to email, Skype and Adobe Connect
• Experience of using digital technologies in an educational and / or commercial context Experience in hosting or moderating webinars and / or being comfortable with web conferencing tools.