# Descriptions of duties

## Volunteers are essential for IATEFL to achieve its aim of linking, developing and supporting English language professionals worldwide. By volunteering with IATEFL we hope that you will derive some benefits (in addition to having a lot of fun working with a closely-knit team, of course!) The descriptions of duties below are for reference only. IATEFL Head Office always ready to assist you with anything you may need in relation to your role.

**IATEFL LAMSIG** is currently seeking *one* committee member who will be able to specifically assist with

1. Our online presence (website, social media posts and development, other)
2. Design (especially for online and other digital formats)

We are building a committee of flexible and skilled professionals who would be involved in different small teams (of 2-3 people) to ensure that the various work of the SIG is done effectively and efficiently. So, ***for example***, a committee member may find herself volunteering to be a part of the social media team, the newsletter team and the professional development team. The candidate sought at this juncture will be leading the web and social media teams, as well as being involved in others

An ideal candidate for this position would have:

* web page design and editing skills and experience
* social media skills (we currently have pages/groups on Facebook, Twitter, Instagram and LinkedIn)
* design skills in putting together publicity materials (to be used online or in print) for events and other activities of the SIG
* excellent organisational and team-player skills
* good intercultural skills
* an understanding of the world of ELT
* an understanding of and a strong interest in management/leadership in general, and how theories and principles apply to the world of ELT
* an understanding of the different circumstances ELT professionals live and work
* contacts in the ELT world with, for example, publishers, teaching institutions, materials writers, other English teachers’ associations, etc.
* the ability to work as part of a geographically diverse team
* the ability to deal occasionally with the unexpected
* the patience and ability to work well in high-stress situations and with a wonderfully diverse array of people
* be technically-minded with an ability to extemporize “on the hop”
* an ability to work in varying teams (i. e. having good people skills)
* good IT-experience and practice
* the willingness to attend conferences and events, attend committee meetings and stay in contact with the SIG Committee
* a sense of humour