



WebEx/Webinar Facilitator

**12-4 pm
Flexible Daily Schedule**

VentureWell is building a team of webinar hosts for our I- Corps™ program:

Responsibilities:

- Begin the Webex session, load presentations, and ensure all participants' equipment (computers and headsets) are fully functional.
- Fulfill the "Host" role for the webinar by managing the presentations, passing the presenter's role, and timekeeping of presentations.
- Troubleshoot and resolve technical, scheduling, and content issues in real-time.
- May assist with other administrative duties related to the program.

We are located in Hadley with plenty of parking and PVRTA bus accessibility

Qualifications

- 1 year of administrative/customer service experience preferred
- Proficiency required with online video conference tool such as WebEx, MS Office, and Google apps
- Experience with or ability to quickly become proficient with technologies such as Dropbox, Slack, and other relevant software applications
- Excellent administrative, organization, and project coordination skills
- Excellent communication skills
- Attention to detail

www.venturewell.org

To apply, please send a cover letter, and your resume to

jobs@venturewell.org

VentureWell is an Equal Employment Opportunity (EEO) employer. M/F/D/V