Webinar coordinator (two vacancies)

Due to the success of our regular online events, we are looking for two new webinar coordinators to help with the management of these monthly online sessions.

The applicant:

You'll be comfortable with technology. Some previous experience attending or leading online discussions, sessions, or webinars would be helpful, but you won't need to be an expert user. You'll be willing to learn how to organise and lead webinars, and participate in them regularly, and eventually, to run them independently.

Responsibilities:

You'll both be working together, enabling an even distribution of all responsibilities, including:

- liaising and supporting speakers via email in the run up to webinar events;
- using our virtual webinar room to rehearse, run, and host webinars;
- uploading webinar recordings onto our YouTube channel.

Training, guidance and support will be provided at all times!

Have a look at [PronSIG's YouTube channel here](#) to get a sense of what the role would include.