

Academic Year Volunteer Positions

Job descriptions for ongoing roles requiring annual sign-up.

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Community Events Manager

Volunteer Position: Community Event Manager

Location: Remote

Commitment: (Flexible/Varied) 5 hrs and possibly more depending on events.

About iLRN:

iLRN is a dynamic non-profit organization serving the immersive learning professional community through innovative programming, networking opportunities, and events. We are seeking to grow our webinar activity and online community forums with the help of dedicated volunteers.

Position Overview:

iLRN is seeking a talented and organized Community Events Manager with excellent communication skills! The person in this role will develop and maintain a strong understanding of the target audience and their needs while fostering a sense of community through engagement and member support.

Key Responsibilities:

- Manage and grow the immersivelrn.org events calendar, and webinar experience plus online forum community that will help to enhance our Knowledge Tree through the interactions of the many talented individuals involved in the network.
- Work with the Social Media team to coordinate and curate engaging content for use in spreading the word about the webinars and forms on social media channels, including graphics, videos, and captions.
- Develop plans and strategies to offer a smooth and engaging webinar and forum experience working in conjunction with the Webinar Talent Scout, Event Host and Webinar Host.
- Monitor and respond to comments, messages, and questions on social media in a timely and professional manner.
- Collaborate with other volunteer teams and committees, including but not limited to the Social Media team and Organizing Committee, to integrate events into the community communication channels and forum activities.
- Serve as a leader of the webinar team and coordinator for the social media team.

What's in it for you?

- Gain experience working to manage dynamic virtual events and a thriving virtual community.
- Contribute to the success of impactful online events through excellent organization and communication.
- Connect with like-minded individuals and expand your network within iLRN.

Qualifications:

- Strong event planning and project management skills
- Excellent interpersonal and communication skills
- Ability to build and maintain relationships with community members.
- Strong problem-solving and conflict resolution skills
- Attention to detail and ability to manage multiple tasks simultaneously.
- Ability to work independently and make decisions with minimal supervision.
- Students encouraged to apply!
- Comfortable with virtual platforms such as Zoom, Microsoft Teams, or other relevant tools.
- Strong organizational and multitasking abilities.
- A positive and enthusiastic attitude, fostering a welcoming atmosphere.

How to Apply:

Interested candidates are requested to send a brief introduction to volunteer@immersivelrn.org. Please use the subject line: "Community Event Manager – Your Name" and visit our volunteer website to learn more.

Please note: While this is a volunteer position, iLRN is deeply committed to recognizing and valuing the time and expertise of all team members. We welcome you to join our team and look forward to working with you!

Thank you for considering volunteering with iLRN!

Drop-In Content Provider

Volunteer Position: Drop-in content Provider (photography, writing, or social media) for iLRN

Location: Remote

Commitment: Based on the social media campaign or newsletter calendar (Flexible/Varied)

About iLRN:

iLRN is a dynamic non-profit organization serving the immersive learning professional community through innovative programming, networking opportunities, and events. We are expanding our efforts and looking for an adept social media manager to assist us as we spread the word about immersive education.

Position Overview:

iLRN seeks enthusiastic Volunteer Drop-In Content Providers to sporadically contribute in areas of photography (in a virtual setting on various platforms as well as in-person activities), content writing, or social media posts. Whether you're a shutterbug with an eye for capturing moments, a wordsmith who can weave magic with words, or a social media maven who knows what clicks — we need you!

Key Possible Responsibilities:

- Photography: Capture and provide high-quality images of immersive learning events, technologies, or relevant themes.
- Content Writing: Draft compelling newsletter articles, blog posts, or narratives that align with iLRN's mission and current trends in immersive learning.
- Social Media Posts: Create engaging graphics, polls, and short-form content for our social media platforms to boost our online presence.

What's in it for you?

- A platform to showcase your talent to a broad and engaged audience.
- Collaborative opportunities with other creators and experts in immersive learning.
- Access to exclusive iLRN events and workshops.
- Recognition for your contributions to our platforms.
- An endorsement or letter of recommendation upon successful collaboration.

Qualifications:

- A demonstrated passion for photography, writing, or social media, depending on your interest.

- Students are strongly encouraged to apply!
- Ability to produce content that aligns with iLRN's values and branding.
- Understanding the immersive learning landscape is a plus.
- Ability to work independently and adhere to guidelines.
- Familiarity with various means of image capture in virtual settings, writing, or social media content creation is beneficial but optional.

How to Apply:

If you're ready to contribute meaningfully to the immersive learning community, send a brief cover letter, and a portfolio or samples of your work (if available) to volunteers@immersiveIrn.org. Use the subject line: "Drop-In Content Provider Application - Your Name."

Please note: While this is a volunteer position, iLRN is deeply committed to recognizing and valuing the time and expertise of all team members. We welcome you to join our team and look forward to working with you!

Thank you for considering volunteering with iLRN!

Posting Event Host

Volunteer Position: Event Host for iLRN

Location: Remote

Commitment: (Flexible/Varied) 5 hrs

About iLRN:

iLRN is a dynamic non-profit organization serving the immersive learning professional community through innovative programming, networking opportunities, and events. We are expanding our reach and need resourceful Event Host volunteers to make this possible.

Position Overview:

iLRN is seeking an enthusiastic and thoughtful Event Host with great presentation skills! This is an exciting opportunity for individuals who are passionate about community engagement, eager to contribute to meaningful online experiences, and comfortable navigating virtual platforms.

Key Responsibilities:

- Pre-event Preparation:
 - Familiarize yourself with the event agenda, content, and any specific instructions provided by the organizing team.
 - Conduct technology checks to ensure a smooth online experience for participants.
 - Create a welcoming and inclusive virtual environment.
- Event Facilitation:
 - Serve as the main point of contact for participants, addressing queries and providing assistance as needed.
 - Introduce speakers, facilitate Q&A sessions, and manage the overall flow of the event.
 - Monitor chat and engage participants in discussions, encouraging a sense of community.
- Technical Support:
 - Troubleshoot technical issues that participants may encounter during the event.
 - Collaborate with the technical team to resolve any platform-related challenges promptly.
- Post-event Responsibilities:

- Gather feedback from participants and report insights to the organizing team.
- Debrief with the organizing team to discuss the event's successes and areas for improvement.

What's in it for you?

- Gain experience in event hosting and virtual community engagement.
- Contribute to the success of impactful online events.
- Connect with like-minded individuals and expand your network within iLRN.

Qualifications:

- Students encouraged to apply!
- Excellent communication skills, both written and verbal.
- Comfortable with virtual platforms such as Zoom, Microsoft Teams, or other relevant tools.
- Strong organizational and multitasking abilities.
- A positive and enthusiastic attitude, fostering a welcoming atmosphere.

How to Apply:

Interested candidates are requested to send a brief introduction to volunteer@immersivelrn.org. Please use the subject line: "Event Host – Your Name" and visit our volunteer website to learn more.

Please note: While this is a volunteer position, iLRN is deeply committed to recognizing and valuing the time and expertise of all team members. We welcome you to join our team and look forward to working with you!

Thank you for considering volunteering with iLRN!

Posting Grant Researcher

Volunteer Position: Grant Researcher

Location: Remote

Commitment: Based on the fundraising calendar, but likely up to 10 hours per week (Flexible/Varied)

About iLRN:

iLRN is a dynamic non-profit organization serving the immersive learning professional community through innovative programming, networking opportunities, and events. We are expanding our efforts and looking for a thorough and creative grant researcher to assist us as we build relationships and grow funding for our immersive education and research efforts.

Position Overview:

We seek a passionate and experienced volunteer Grant Researcher to join our team. This individual will be crucial in securing funding to help further our mission. With the support of our iLRN Team, the Grant Researcher will identify grant opportunities, prepare proposals, and manage submissions.

Key Responsibilities:

- Research and identify grant opportunities aligned with iLRN's mission and projects.
- Review or write compelling and persuasive grant proposals, narratives, and budgets as part of the iLRN Team.
- Coordinate with program and finance teams to gather required information for proposals.
- Submit complete and timely applications to grant-making organizations.
- Track and report on submitted proposals and their outcomes.
- Provide feedback and suggestions for improving grant-seeking processes and strategies.

What's in it for you?

- An opportunity to make a tangible difference in iLRN's ability to support the immersive learning community through events, scholarships, and more.
- Gain experience working with a dedicated team of nonprofit professionals.
- Networking opportunities with immersive learning and ed-tech community leaders and other volunteers.
- Recognition and appreciation for your contribution to our cause.

Qualifications:

- Previous experience in grant writing, preferably in a nonprofit or educational setting in the United States.
- Strong research skills and the ability to identify potential funding opportunities.
- Excellent written communication skills.
- Attention to detail and organizational skills.
- Familiarity with immersive learning and educational technology.
- Ability to work independently and as part of a team.

How to Apply:

Interested candidates are invited to send a resume, a brief cover letter detailing their interest and relevant experience, and a writing sample to volunteers@immersivelrn.org. Please use the subject line: "Grant Writer Volunteer Application - Your Name."

Please note: While this is a volunteer position, iLRN is deeply committed to recognizing and valuing the time and expertise of all team members. We welcome you to join our team and look forward to working with you!

Thank you for considering volunteering with iLRN!

Grant Writing

Volunteer Position: Posting Grant Writing

Location: Remote

Commitment: Based on the fundraising calendar, likely 5-10 hours per week during busier times (Flexible/Varied)

About iLRN:

iLRN is a dynamic non-profit organization serving the immersive learning professional community through innovative programming, networking opportunities, and events. We are expanding our efforts and looking for a talented and persuasive grant writer to assist us as we seek to fund the projects and activities that allow us to help improve immersive educational technologies and research.

Position Overview:

iLRN seeks a passionate and experienced volunteer Grant Writer to join our team. This individual will be crucial in securing funding to help further iLRN's mission. With the support of the iLRN Team and Grant Researcher, the Grant Writer will identify grant opportunities, prepare proposals, and assist in managing submissions.

Key Responsibilities:

- With the leadership of the Grant Researcher, identify grant opportunities aligned with our organization's mission and projects.
- Write compelling and persuasive grant proposals, narratives, and budgets.
- Coordinate with program and finance teams/committees to gather required proposal information.
- With the help of the Grant Researcher, submit complete and timely applications to grant-making organizations.
- Track and report on submitted proposals and their outcomes.
- Provide feedback and suggestions for improving grant-seeking processes and strategies.

What's in it for you?

- This is an opportunity to make a tangible difference in iLRN's efforts to support a vibrant, active community of ed-tech professionals engaged in immersive learning research.
- Experience working with a dedicated team of nonprofit professionals.
- Networking opportunities with ed-tech and immersive learning community leaders and other volunteers.
- Recognition and appreciation for your contribution to our cause.

Qualifications:

- Previous experience in grant writing, preferably in a nonprofit or educational setting in the United States.
- Students are strongly encouraged to apply!
- Strong research skills and the ability to identify potential funding opportunities.
- Excellent written communication skills.
- Attention to detail and organizational skills.
- Familiarity with immersive learning, academia, and ed-tech is a plus.
- Ability to work independently and as part of a team in developing funding for iLRN.

How to Apply:

Interested candidates are invited to send a resume, a brief cover letter detailing their interest and relevant experience, and a writing sample to volunteers@immersivelrn.org. Please use the subject line: "Grant Writer Volunteer Application - Your Name."

Please note: While this is a volunteer position, iLRN is deeply committed to recognizing and valuing the time and expertise of all team members. We welcome you to join our team and look forward to working with you!

Thank you for considering volunteering with iLRN!

Graphic Design

Volunteer Position: Graphic Designer for iLRN

Location: Remote

Commitment: As per project needs (Flexible/Varied)

About iLRN:

iLRN is a dynamic non-profit organization serving the immersive learning professional community through innovative programming, networking opportunities, and events. We are expanding our reach and need dedicated graphic design volunteers to make this possible.

Position Overview:

iLRN is searching for a creative Graphic Designer with a keen eye for visual details. Successful volunteers will be responsible for creating compelling graphics for our audience and effectively communicating our non-profit organization's message. These graphics will be utilized on the iLRN website, during events, and in various digital and print materials.

Key Responsibilities:

- Develop and design graphic content for the iLRN website, ensuring consistent tone and appearance.
- Create engaging event visuals, including banners, backdrops, and promotional materials
- Collaborate with the marketing team to design graphics for digital campaigns, newsletters, and other marketing materials.
- Work closely with other team members to understand project needs and receive feedback.
- Stay current with the latest design trends to ensure iLRN's graphics remain relevant and engaging.

What's in it for you?

- Enhance and expand your graphic design portfolio.
- Collaborate with a diverse team of professionals in the education and technology sector
- Receive a letter of recommendation upon successful completion of your volunteer duties
- Be part of a vibrant team aiming to revolutionize the learning

Qualifications:

- Proven graphic designing experience with a strong portfolio (students encouraged to apply)

- Proficiency with image editing tools (e.g., Adobe Photoshop, Illustrator).
- Firm grasp of design principles, typography, color theory, and branding.
- Ability to work collaboratively and openness to feedback
- Passionate about education the intersection of education and technology

How to Apply:

Interested candidates are requested to send a brief introduction and links to any previous video editing work/portfolio to volunteer@immersivelrn.org. Please use the subject line: "Graphic Designer Volunteer Application – Your Name" and visit our volunteer website to learn more.

Please note: While this is a volunteer position, iLRN is deeply committed to recognizing and valuing the time and expertise of all team members. We welcome you to join our team and look forward to working with you!

Thank you for considering volunteering with iLRN!

Knowledge Tree Coordinator

Volunteer Position: Knowledge Tree Coordinator

Location: Remote

Commitment: (Flexible/Varied)

About the role:

The iLRN KT coordinator is responsible for building capacity, engagement and making the Knowledge Tree accessible across the iLRN community.

Responsibilities:

1. Engage iLRN Houses to elicit the foundational literature in their respective area regarding immersive learning.
2. Develop a set of hard tags (indexed keywords that represent dimensions of immersive learning across the disciplines and applied areas of application) for the literature from the KT.
3. Develop and implement a feedback process to regularly check with the iLRN Houses how they are or plan to use these hard tags in their foundational literature.
4. Collaborate with the iLRN Houses in developing a set of “soft tags” (House member nominated keywords) for their foundational literature and tag these. These tags are specific to the House area of application.
5. Support the iLRN Publications Coordinator, helping them with classifying and tagging papers with hard tags (see #2 above) in our Digital Library repository (Open Journal System - OJS).
6. Send papers from iLRN publications repository to relevant iLRN Houses for tagging, asking the Houses to classify them with the soft tags they developed.
7. Interact with the KT Board on your tasks via regular meetings and KT Invision Community forums.
8. Regularly reports on activities, providing documentation of the processes developed to perform the work and sharing with the supervisor and KT team.
9. Collaborate on scholarly works on the improvement of data mining, qualitative research, interface usability and ontology development.

Requirements:

- Analytical thinking skills
- Organizational skills
- Facility with Research Methods and immersive learning literature

- Ability to Communicate with diverse groups of scholars, designers, and educators

Benefits:

- Join a world class research and innovation team collaborating to provide unique access to the public the evidence and research on “what works” in immersive learning.
- Training in using Content Management Systems (Invision Community and OJS).
- Collaborate with others as a contributing author on peer review publications.
- Build your personal network and portfolio of interdisciplinary research and analysis.
- iLRN Volunteer Certificate details the role and services provided.
- Possibility for iLRN Volunteers Awards and nominations to future iLRN roles.

Please note: While this is a volunteer position, iLRN is deeply committed to recognizing and valuing the time and expertise of all team members. We welcome you to join our team and look forward to working with you!

Thank you for considering volunteering with iLRN!

Webinar Host

Volunteer Position: Webinar Presenter / Host for iLRN

Location: Remote

Commitment: (Flexible/Varied) 5 hrs

About iLRN:

iLRN is a dynamic non-profit organization serving the immersive learning professional community through innovative programming, networking opportunities, and events. We are expanding our reach and need resourceful Event Host volunteers to make this possible.

Position Overview:

iLRN is seeking a Webinar Host to contribute to our mission of promoting specialized immersive learning and educational technology. This role is ideal for individuals passionate about the intersection of technology and education, ready to facilitate engaging and informative online events.

Key Responsibilities:

- Pre-event Preparation:
 - Create and organize the event agenda and content.
 - Conduct technology checks to ensure a smooth online experience for participants.
 - Create a welcoming and inclusive virtual environment.
- Event Facilitation:
 - Host and moderate webinars on a topic specific to your talents and skills, ensuring a smooth and interactive experience for participants.
 - Work with the assisting host to foster engaging discussions.
 - Utilize immersive learning tools to enhance the educational experience.
- Audience Engagement:
 - Foster a participatory environment, encouraging questions and discussions.
 - Incorporate interactive elements such as polls, quizzes, and breakout sessions to enhance learning.
- Technical Support:
 - Troubleshoot technical issues that participants may encounter during the event.

- Collaborate with the technical team to resolve any platform-related challenges promptly.
- Post-event Responsibilities:
 - Gather feedback from participants and report insights to the organizing team.
 - Debrief with the organizing team to discuss the event's successes and areas for improvement.

What's in it for you?

- Gain experience in event hosting and virtual community engagement.
- Contribute to the success of impactful online events.
- Connect with like-minded individuals and expand your network within iLRN.

Qualifications:

- Excellent communication skills, both written and verbal.
- Comfortable with virtual platforms such as Zoom, Microsoft Teams, or other relevant tools.
- Strong organizational and multitasking abilities.
- A positive and enthusiastic attitude, fostering a welcoming atmosphere.

How to Apply:

Interested candidates are requested to send a brief introduction and topic of interest to volunteer@immersivelrn.org. Please use the subject line: "Webinar Host – Your Name" and visit our volunteer website to learn more.

Please note: While this is a volunteer position, iLRN is deeply committed to recognizing and valuing the time and expertise of all team members. We welcome you to join our team and look forward to working with you!

Thank you for considering volunteering with iLRN!

Social Media Manager

Volunteer Position: Social Media Manager for iLRN

Location: Remote

Commitment: Based on the social media campaign calendar (Flexible/Varied)

About iLRN:

iLRN is a dynamic non-profit organization serving the immersive learning professional community through innovative programming, networking opportunities, and events. We are expanding our efforts and looking for an adept social media manager to assist us as we spread the word about immersive education.

Position Overview:

iLRN seeks a proactive Social Media Manager who can craft compelling narratives and foster engagement across our social media channels. The ideal candidate will possess an innate understanding of the digital landscape, be abreast of the latest trends, and be capable of shaping our unique voice in the digital arena.

Key Responsibilities:

- Develop, curate, and manage published content across social platforms, including Facebook, TikTok, LinkedIn, Instagram, and other relevant channels.
- Collaborate with the marketing and design teams to create visually appealing posts.
- Engage with our audience in real time, ensuring prompt and thoughtful responses to comments and inquiries.
- Analyze key metrics and adjust strategy as necessary to improve engagement and reach.
- Stay updated with the latest social media trends and assist with high-visibility fundraising events like Giving Tuesday.
- Organize and manage social media campaigns for special events, webinars, and other vital initiatives.

What's in it for you?

- Elevate your social media management profile with various campaigns and initiatives.
- Collaborate and network with professionals in the ed-tech industry.
- Obtain a letter of recommendation upon successful completion of your volunteer term.
- Contribute to an organization passionately dedicated to revolutionizing learning.

Qualifications:

- Proven experience managing social media channels with demonstrable results
- Familiarity with social media analytics and monitoring tools
- Strong written and verbal communication skills
- Ability to strategize and multitask while maintaining attention to detail
- Passionate for building digital communities and the role of immersive education in shaping futures

How to Apply:

Interested candidates are requested to send a brief introduction and links to any previous video editing work/portfolio to volunteer@immersivelrn.org. Please use the subject line: "Social Media Manager Volunteer Application – Your Name" and visit our volunteer website to learn more.

Please note: While this is a volunteer position, iLRN is deeply committed to recognizing and valuing the time and expertise of all team members. We welcome you to join our team and look forward to working with you!

Thank you for considering volunteering with iLRN!

Talent Scout

Volunteer Position: Webinar Talent Scout

Location: Remote

Commitment: (Flexible/Varied) 2-5 hrs

About iLRN:

iLRN is a dynamic non-profit organization serving the immersive learning professional community through innovative programming, networking opportunities, and events. We want to increase our webinar offerings to offer a lively online event calendar for our community and need Webinar Talent Scout volunteers to make this a reality.

Position Overview:

As a Webinar Talent Scout, you will be responsible for identifying, evaluating, and selecting speakers for webinars and online events. You will work closely with other teams (Social Media Team and Organizing Committee) to develop speaker lineups that showcase innovative ideas, unique perspectives, and inspiring stories that further the mission of iLRN to create a knowledgeable community of practice in immersive learning. Your goal will be to find speakers who can deliver webinars that are both thought-provoking and engaging.

Key Responsibilities:

- Research and identify potential speakers through various channels (social media, online platforms, referrals, etc.)
- Evaluate speaker applications and submissions and conduct phone or video interviews to assess their suitability for iLRN events.
- Collaborate with the Organizing Committee and iLRN Leadership to develop speaker lineups for iLRN events, ensuring diversity, inclusivity, and relevance to iLRN's mission.
- Coordinate logistics for speaker appearances with the Community Events Manager and Social Media Team.
- Maintain relationships with speakers and ensure they feel supported throughout the process.
- Stay up to date with trends, news, and developments in various fields to identify emerging ideas and talent.

- Work to enhance the iLRN community through webinars without overshadowing the conference.

What's in it for you?

- Gain experience in event hosting and virtual community engagement.
- Contribute to the success of impactful online events.
- Connect with like-minded individuals and expand your network within iLRN.

Qualifications:

- Seasoned professionals and students encouraged to apply!
- Excellent communication skills, both written and verbal.
- Comfortable with virtual platforms such as Zoom, Microsoft Teams, or other relevant tools.
- Strong organizational and multitasking abilities.
- A positive and enthusiastic attitude, fostering a welcoming atmosphere.

How to Apply:

Interested candidates are requested to send a brief introduction to volunteer@immersivelrn.org. Please use the subject line: "Webinar Talent Scout – Your Name" and visit our volunteer website to learn more.

Please note: While this is a volunteer position, iLRN is deeply committed to recognizing and valuing the time and expertise of all team members. We welcome you to join our team and look forward to working with you!

Thank you for considering volunteering with iLRN!

Video Editor for iLRN Webinars

Volunteer Position: Video Editor for iLRN Webinars

Location: Remote

Commitment: As per event schedule (flexible/varied)

About iLRN:

iLRN is a dynamic non-profit organization serving the immersive learning professional community through innovative programming, networking opportunities, and events. We are expanding our reach with a series of webinars and need dedicated volunteers to make this possible.

Position Overview:

We seek an enthusiastic Video Editor to help refine our webinar recordings for an enhanced viewing experience. The ideal candidate will have a keen eye for detail, experience with video editing software, and a passion for delivering polished content.

Key Responsibilities:

- Trim webinar recordings by removing unnecessary content
- Add a professional title screen to each video
- Upload edited video to our official YouTube channel
- Collaborate with the marketing team to ensure the optimal promotion of published recordings
- Occasionally assist in creating or editing slides and video aids for the webinars.

What's in it for you?

- Add to your video editing portfolio
- Network with industry professionals
- Obtain a recommendation letter upon completing your duties
- Be part of a mission-driven team dedicated to enhancing immersive learning

Qualifications:

- Experience with video editing software (e.g., Adobe Premiere Pro, Final Cut Pro, etc.).
- Ability to adhere to deadlines.
- Strong communication skills.
- Passionate about education and enhancing learning experiences.

How to Apply:

Interested candidates are requested to send a brief introduction and links to any previous video editing work/portfolio to volunteer@immersivelrn.org. Please use the subject line: "Video Editor Volunteer Application – Your Name" and visit our volunteer website to learn more.

Please note: While this is a volunteer position, iLRN is deeply committed to recognizing and valuing the time and expertise of all team members. We welcome you to join our team and look forward to working with you!

Thank you for considering volunteering with iLRN!