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!

Revision #1
Created 18 September 2025 23:17:15 by Charlene Hardin

Updated 18 September 2025 23:17:59 by Charlene Hardin