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!

Revision #1
Created 18 September 2025 23:18:52 by Charlene Hardin
Updated 18 September 2025 23:19:05 by Charlene Hardin