



Position: Webinar Intern

Webinars are vital tools for education and collaboration. In-Sight Collaborative takes pride in cultivating a network of like-minded individuals who come together to share stories and ideas.

During our Summer 2020 mentorship program, we hosted weekly webinars where researchers, professors, displaced people, and others who operate in the humanitarian sector were able to share their work and experiences. Due to the amazing feedback we got from participants in the webinars and the audience, we want to continue to hold regular webinars on a bimonthly basis for the remainder of the year.

This position is very autonomous and self-directed. The intern will have the opportunity to work alongside In-Sight Staff and to directly collaborate with the experts we bring in to speak on our webinar panels or present to our audience. This will be a holistic and incredible learning opportunity for all of those involved!

Upon successful completion of the internship, all interns will receive a letter of recommendation from In-Sight Collaborative president Madi Williamson and will be able to include all projects, campaigns, and material that they contributed to or created in their professional portfolios. These internships are designed to be part-time and done in tandem with work, school, and other life commitments. Our team at In-Sight is flexible, we only ask for consistency and adherence to the schedule that is relevant to your internship position.

Duration: August 24th- December 31st, 2020

Hourly Requirements: 5-10 hours per week, logged on Clockify

Pre-requisites:

- English proficiency (Speaking, Listening and Writing)
- Proficiency with Google Drive (Gmail, Google Docs)
- Some social media or email blast/newsletter distribution experience is a plus
- Access to stable internet connections to host and record Zoom sessions (knowledge of Zoom meetings/conferences a plus)
- At least one flexible weekday on your schedule (webinars are usually held between 9am and 1pm Pacific Standard Time)



You are someone that is...

- Organized, with time management capabilities
- Strong communication and interpersonal skills
- Email/Google Drive, Zoom and Social Media usage comfortability
- Can multitask, juggle multiple projects or assignments independently (but also collaborative in team setting) and can work remote
- Enjoys outreach for example contacting potential panelists, and coordinating the Zoom event between them and the In-Sight staff
- ***Demonstrate cultural sensitivity, confidentiality and respectful towards the often sensitive nature of sharing personal accounts of affected populations***
- Creative (thinking of innovative ways to circulate events via email or social media, can create brief descriptions for circulation or between the In-Sight team and guest speakers, can develop questions, topics and themes for the webinars)
- Can help facilitate and lead discussions on live zoom calls
- Enjoys learning and connecting with people around the world!

Skills the intern will develop:

- Proficiency on the following platforms
 - Zoom
 - Facebook business page
 - Canva
 - Youtube
- Critical analysis of the humanitarian, development, and social issues that we examine at In-Sight Collaborative
- Moderating skills (ability to keep natural commentary flow and to pose audience questions to the speaker)

Responsibilities of the webinar intern:

- Establish contact with potential presenters or panelists for specific webinars with help of the In-Sight outreach staff Madi Williamson, Leena Zahra, and Margaret Bond
- Coordinate with the team for each webinar which may include multiple panelists or presenters, moderators, and representatives from In-Sight who help develop questions, topics, or themes for webinars or webinar series, and connect them to the organization or to the modules in the mentorship/educational programs
- Create the Zoom link for the webinar
 - Will require a description of the topic, bio for the speakers, and a catchy title
- Create a Facebook event for the webinar



- Can copy and paste descriptions etc. from the Zoom link
- Work with the In-Sight Canva (or the person in charge of the canva) to create a flyer for the webinar
- Circulate via social media and newsletters
- Be willing and able to prepare for moderating of webinars, including the preparation of speaker introductions and generating a list of questions for Q&A segments
- All of our staff and interns will be asked to assist with fundraising initiatives at the organization at some scale such as designing campaigns or sharing fundraising initiatives with the appropriate parties

If this is you...

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