



## **National Organization for Human Services**

### *Workshop Moderator*

Workshop Moderators will be responsible for the overall chatroom experience during assigned virtual workshop presentations. Moderators may introduce speakers, engage with participants in the chat box, assist presenters with PowerPoints or other materials, and coordinate Q&A efforts. Moderators will be required to prepare questions for the Q&A session during the formal presentation. If necessary, moderators may also facilitate meeting entry, breakout rooms, and other coordination among facilitators, speakers, and participants. They will provide basic technical assistance and problem-solving during the virtual event, as needed.

The ideal candidate for the position should:

- a) possess an unwavering focus on the customer experience,
- b) have excellent verbal and written communication skills,
- c) have the ability to determine salient points for further discussion
- d) be personable, friendly, and engaging, and
- e) be familiar with virtual host platforms, Zoom and Google Chat preferred

#### Commitment

Volunteers are asked to moderate at least one session per year.

Workshop sessions are monthly.

Scheduling is ongoing.

#### Training

Training will be on an as-needed basis.