



Volunteer Webinar Coordinator

Virtual, part-time position

Organization Overview:

Mediators Beyond Borders International (MBBI) is a nonprofit, international organization that builds local skills for peace and promotes mediation worldwide. It brings together experienced volunteer mediators to improve conflict resolution capacity and support alternative approaches to expressing, negotiating and resolving interpersonal, political, economic, social, ethnic, and religious differences. For more information, please visit www.mediatorsbeyondborders.org.

MBBI is seeking a Webinar Coordinator volunteer to run its online conversations. This is a great opportunity to utilize your communication skills, connect with peacebuilding leaders from around the world, and gain experience in international peacebuilding and nonprofit.

Duties and Responsibilities:

- Plan the themes for a year ahead and develop a list for potential contacts
- Invite potential speakers and coordinate webinars for individual presenters and panels
- Collaborate with the Social Media team by:
 - Creating event announcements using images and blurbs from speakers
 - Tracking event-related posts and take appropriate actions to enhance engagement
- Set up events notices and registration forms using WordPress and Neon CRM
- Provide pre-webinar Zoom-orientation for speakers
- Facilitate webinars by:
 - Introducing speakers
 - Managing attendees
 - Resolving technical issues
- Record presentations and upload to organization's GDrive and Vimeo
- Respond to webinar-related emails and communicate/follow up with registrants

Qualifications:

- Excellent verbal and written communication skills
- Experience organizing events with a background in nonprofit
- Experience with Neon CRM, Vimeo, Zoom, and GDrive



Mediators Beyond Borders

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- Graphic Design and video editing experience preferred
- Self-starter; organized; detail-oriented
- Proactive communicator and is able to meet deadlines
- Can work independently and in cooperation with others

To Apply:

Please submit a cover letter and resume to info@mediatorsbeyondborders.org, with “ATTN: Webinar Coordinator” as the subject line. Candidates who can volunteer 15 hours per month for a minimum of six-months commitment are preferred. Only applicants invited for an interview will be contacted.

MBBI Internship Benefits:

Volunteering opportunities with MBBI help you gain work experience and develop personal and professional confidence in the workplace. Through your work with MBBI, you will have access to a global network of peacebuilders. This is in addition to the possibilities to participate in and engage with Regional and Working Groups, Projects, and Committees. MBBI interns also enjoy mentorship opportunities with other professionals in their desired career, observe and interact with role models, and create a more impressive, well-balanced resume. Most importantly, working with MBBI allows interns to connect theories, ideas, and dreams with best practice models.

Skills gained through volunteering with MBBI:

- Oral and Written Communication
 - Marketing and Public Relations
 - Collaborative approaches
 - Decision-making
 - Fundraising
 - Training
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