

Job Description:

UCCA Webinar Team Member

(10-15 Hours Per Month)

We are looking for a knowledgeable, dynamic volunteer Webinar Team Member to help organize, present and support educational webinars for the SLO Climate Coalition's Uniting the Central Coast for Action (UCCA) program. This program focuses on assessing the Central Coast's environmental needs while offering educational and advocacy opportunities to our community. A primary objective for this program is to produce four informative webinars of interest to the greater Central Coast Community, elected officials, and climate activists over the period of one year. This position reports to the UCCA program manager.



RESPONSIBILITIES Can include:

- Research and propose compelling and authentic environmental justice-related topics for quarterly webinars
- Attend weekly team meetings to plan webinar topics, goals and set deadlines
- Identify, recruit and schedule expert speakers aligned with assigned climate action topics.
- Collaborate with communication and marketing operations to ensure the successful promotion of all webinars
- Assist in overseeing webinar booking, registration and attendance tracking process
- Host or moderate live webinars and virtual training sessions
- Support management with logistics for assigned webinars, including collaborating with IT operations for technical support
- Interact with participants and respond to questions and concerns regarding presentation topics via email, social media, in person and other communication methods
- Solicit and evaluate feedback on webinars to continue to improve quality and relevancy.

SKILLS AND QUALIFICATIONS

- High School Diploma or equivalent
- Excellent organizational skills, including multitasking, time management and attention to detail
- Excellent written and verbal communication skills, including ability to engage audiences in discussion of relevant topics
- Self-motivated, pro-active attitude and willingness to learn
- 1 Year of public speaking experience preferred (Not Required)

Our ideal candidate would be organized, an effective communicator, a connector, have an available and flexible schedule, enjoys working on teams, and have basic knowledge of climate change and climate action practices.

Applications can be submitted by going to: <https://forms.gle/sTVxy7QZuwygVWAC8>

Our Vision and Mission:

The SLO Climate Coalition is a community organization committed to creating a vibrant, just, and climate-resilient Central Coast. Its mission is to bring together community expertise, creativity, and resources to champion high impact regional climate solutions that inspire other communities to do the same.

For more information about the SLO Climate Coalition please visit our website at <https://carbonfreeslo.org/>