

Women@Tech

Women@Tech job description: Virtual Events Specialist & Content Coordinator

What will you do: With an increasing emphasis on virtual events, the Virtual Events Specialist manages and coordinates online networking events, webinars, and virtual meetups. If you know how to craft compelling written and visual content (slides for online events) that enriches the experience of our events it would be a great advantage. This role collaborates closely with event managers, speaker liaisons, and team members to shape narratives that resonate with our target audience.

Responsibilities:

- Event Planning and Execution: Plan, organize, and execute virtual events, including webinars, conferences, etc.
- Technology Management: Oversee the technical aspects of virtual events, including platform selection, setup, and troubleshooting. Ensure a smooth and seamless virtual experience for participants.
- Registration and Attendance Management: Manage the registration process for virtual events, monitor attendance, and address technical issues faced by participants.
- Audience Engagement: Implement strategies to engage virtual attendees, such as Q&A sessions, polls, and interactive features to enhance the overall participant experience.

Time Commitment:

- Women@ Networking and Events bi-weekly catch up (30 min)
- Women@ Tech Monthly committee meeting (tbc - this may be reduced)
- Organize 1-2 virtual events for the Women@Networking committee or community in 2024

Preferred Qualifications:

- Organizational Skills: The ability to manage multiple tasks, timelines, and logistical details is crucial for successful event planning and execution.

- Technical Skills: Familiarity with virtual event platforms, video conferencing tools, and other relevant technologies. Knowledge of streaming, webinar, and online collaboration tools is beneficial.

About Women@Tech

Women@Tech is committed to raising the impact of gender equality initiatives at technology industry companies in the UK.

We are a collaborative community that shares best practice, innovation and insights to help its member companies achieve a more gender-equal workplace.

Women@Tech has representatives from Amazon, BT, Cisco, Colt Technology Services, Google, Infosys, Meta, Salesforce, Samsung, Uber and is growing.

HOW TO APPLY?

Contact: deea@uber.com (Andreea)