



PROGRAM TECH SUPPORT DESCRIPTION

The Women's Money Matters Program Tech Support person plays a large role in the smooth and effective experience of the live-online workshops via Zoom. This position requires experience controlling online meetings as well as time management, organization, and planning skills.

CORE PROGRAM

The Program Tech Support person has the primary responsibility of managing zoom controls during online virtual workshops. Tasks related to this responsibility include:

- Attend all scheduled workshops for a program
- Act as direct contact person for participants with technical difficulties accessing the online link (at time of workshop)
- Manage waiting room and participant admittance
- Place participants into assigned breakout rooms as detailed in each workshop curriculum
- Monitor time allotted for breakout sessions
- Assist Program Lead with annotating participant responses onto workshop slides
- Save and clear annotations
- Administer Zoom Polls as determined by each workshop session.
- Control Recording feature of Zoom, pausing during breakout sessions

This position is approx 1.5-2 hours per week. Candidates must be able to sign into the Zoom session at least 20min prior to the start of the workshop and be familiarized with the technical details of each workshop session. Upon completion of the program, Tech Supports are eligible for an optional \$500 stipend. Berny Lugo at blugo@womensmoneymatters.org