



Digital Event Support Volunteer

LatAm Startups is a non-profit organization supporting international tech startups to start and grow business as a Canadian corporation.

As part of our annual activities we put together a conference, this year we're arriving to the seventh edition of the event and it will run online. We're looking for volunteers that can help us with some tasks during our annual conference.

Description and details

We require one person for each of the following positions:

1. Register Eventbrite attendees to Hopin; Ensure they are able to login; Day-of registration help & communication (Required for 1 day 8:30 to 4:30pm)
2. Event Chatbox Moderator - MAIN CHAT (Required for 1 day 8:30 to 4:30pm)
3. Floater chat: Overall event testing; Event Chatbox Moderator (pulled as needed) (Required for 1 day 8:30 to 4:30pm)
4. Backstage (Production): Testing speaker and audio for speakers; Ensure they are able to log on; Ensure presenter are ready 15-20minutes before speaking time (8:30am to 12:00pm)
5. Backstage (Production) - BREAKOUT 1: Testing speaker and audio for speakers; Ensure they are able to log on; Ensure presenter are ready 15-20minutes before speaking time (12:00pm to 4:00pm)
6. Backstage (Production) - BREAKOUT 2: Testing speaker and audio for speakers; Ensure they are able to log on; Ensure presenter are ready 15-20minutes before speaking time (12:00pm to 4:00pm)
7. Chat: Event Chatbox Moderator - BREAKOUT 1 (12:00pm to 4:00pm)
8. Chat: Event Chatbox Moderator - BREAKOUT 2 (12:00pm to 4:00pm)

Qualifications

- Knowledge and experience in digital events
- Demonstrate excellent writing skills and communication
- Business level English language is required. Spanish and Portuguese are an asset
- Ability to work in a fast-paced environment
- Interest in technology, entrepreneurship or international business is an asset
- Must be available on September 9 (8:30AM – 4:00PM), in person at our office

How to apply:

Please send your resume to events@latamstartups.org. If your profile matches, we will contact you for an interview.