

NCFR Webinar Coordinator

National Council on Family Relations

Application Deadline

February 8, 2024

The National Council on Family Relations (NCFR) — the premier professional association for understanding and strengthening families through interdisciplinary research, theory, and practice — is seeking a **webinar coordinator** to plan, manage, coordinate, execute, and expand the organization’s webinar education program.

NCFR offers regularly scheduled webinars in the areas of family research, theory, education, policy, and practice as professional development resources for family scholars and practitioners.

The webinar coordinator will coordinate the production of and moderate NCFR webinars; find expert webinar presenters; and provide administrative and program support for the webinar education program. (The webinar coordinator will *not* create or present academic or professional development content.)

NCFR seeks to fill the webinar coordinator position immediately for a period of 24 months. This is a paid contract job that can be done remotely. Responsibilities, qualifications, and a description of the required application materials follow.

Responsibilities

- Develop and manage a calendar of webinars that will expand NCFR customers’ knowledge and skills.
- Identify, vet, and recruit subject matter experts and webinar topics.
- Coordinate scheduling and deliverables with webinar presenters.
- Work with subject matter experts and the marketing team to develop webinar descriptions.
- Work closely with the webinar team to ensure the successful promotion of all webinars.
- Review presentation materials and provide feedback to presenters.
- Organize and provide training to presenters during webinar rehearsals.
- Moderate webinar rehearsals and live webinars.
- Develop and follow webinar best practices.
- Update webinar guidelines and protocols for conducting webinars.
- Develop benchmark criteria to measure webinar effectiveness and implement improvements as necessary.
- Maintain the number of webinars offered per year and increase the number of participants who attend each webinar.

Qualifications

1. A degree (graduate degree preferred) in a Family Science-related field and a general understanding of research methodology, policy, and Family Life Education.
 - a. Applicants with a *graduate degree* are required to have two years of experience working on webinars or online education and two years of experience in program management, administration, or coordination.
 - b. Applicants with an *undergraduate degree* are required to have five years of experience working on webinars or online education and two years of experience in program management, administration, or coordination.
2. Current membership with the National Council on Family Relations.
3. Knowledge of and contact with various family scholars and professionals.
4. Proven project management skills with the ability to initiate and execute projects from start to finish.
5. Strong written and verbal communication skills and an engaging, friendly, and confident “on-air” voice.

6. Excellent attention to detail, demonstrated ability to meet deadlines, strong organizational skills, and dependability.
7. The ability to maintain a positive team-player attitude, remain calm and professional under pressure, work collaboratively and independently with diverse individuals, and resolve conflicts constructively.
8. Experience working remotely.
9. Strong skills in Microsoft Office and Zoom applications.
10. Demonstrated ability to investigate and solve practical problems.

Certification and/or Licensure

Certified Family Life Educator (CFLE) preferred

Hours

30-35 hours per month. The webinar coordinator will need to have a flexible schedule to accommodate presenter schedules week to week.

Responsibilities of NCFR Headquarters Staff

- Promoting webinars to potential attendees, including posting webinar information on the NCFR website
- Technical production support during rehearsals and live webinars
- Post-production webinar editing
- Providing supervision and overall strategic direction for the webinar education program

Application Materials Due February 8, 2024

To apply for the webinar coordinator position, please submit the following:

1. Letter of application, in which you address:
 - your experience working on webinars or online education and in program management;
 - a personal assessment of your qualifications;
 - how you will accomplish the responsibilities of this position including establishing and maintaining standards, development of the webinar calendar, identification and recruitment of subject matter experts, and how the webinars can be used to expand NCFR customers' knowledge and skills; and
 - the types of webinar software or online education platforms you have used.
2. Curriculum vitae or résumé
3. **Two to three** references that can address your qualifications

The NCFR Webinar Coordinator Search Committee will review application materials until the position is filled. Please send your application materials via email to:

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