Position Title: Workshop Producer Intern

Purpose: The Workshop Producer provides support to the Hustle USA volunteer facilitator team in the delivering of entrepreneur curriculum using an online training/meeting platform and selected in-person workshops.

Location: Will mainly be virtual using Zoom online training/meeting platform complimented by in-person workshops and signature events (Pitch night).

Critical Competencies

- Technical learning
- Organizing
- Informing
- Planning

Key Responsibilities:

- Support volunteer facilitators, guest speakers and entrepreneurs by providing ad hoc assistance and instruction with audio visual and computer equipment, log-on procedures, and introductions to virtual training resources.
- Set up breakout rooms for group activities/discussions, prepare and launch polls, monitoring chat for questions and feedback.
- Be familiar enough with content to keep time checks with the facilitator.
- Ensure all attendees have corresponding documents, links, slides to successfully participate in workshops.
- Manage slides while facilitator teaching.

Expectations:

- Prepare weekly for each workshop (see facilitator manual) by reading through content, working with the facilitator team to determine flow/process/timing, and where you can engage entrepreneurs.
- Be responsive to the Hustle USA team and your cohort volunteer team by email, phone and/or WeThrive.
- Attend all workshops and events listed below under “Time Commitment”
- Be 15-20 minutes early for online workshops to allow ample time to set up
- Be 1 hour early in-person for workshops to allow ample time to set up.
- If you are unable to produce a workshop, please communicate with the Hustle USA team and lead facilitator with advance notice.

Responsible To: Program Coordinator at Hustle USA, Workshop Administrator, and fellow cohort volunteer facilitators.

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Time Commitment (30-40 hours total over 4 months, avg 2-3 hours a week):

- Informational training session (2 hours)
- Facilitator training session (attendance TBD)
- 14 workshop sessions (2-3 hours weekly + 30 minutes prep w/ facilitators)
- Two Check-in Meetings (30 minutes each)
- Pitch Night (2-3 hours)
- Appreciation/debrief dinner after course (2 hours)

Qualifications: Along with relevant experience in core competencies, be a Christ follower, experience managing online meetings/training, attention to detail, collaborative, comfortable with technology use, understanding of the value of faith and work, servant's heart.