

Zoom Host

The Organization

Come be a part of the rich history that we enjoy at UUCSR! You will help support a Congregation, established in 1941, with a mission of strong principles and purpose. We are committed to “Human. Kind.”

We encourage you to join our team of creative, collaborative and diligent employees and help UUCSR continue to achieve our strong commitment to excellence.

The Position: We have an opening for a Zoom Host. This position provides host support for Zoom meetings.

- Start scheduled meetings and manage waiting room
- Send and respond to chats
- Post meeting instructions and share links of resources and content
- Set up breakout rooms
- Create and launch polls
- Assist with screen share and spotlighting
- Remove and report inappropriate participants

Requirements:

- Must be able to sit for extended periods of time
- Microsoft Office Products including basic use of Excel and Word
- Excellent Communication Skills including oral
- Professional demeanor and helpful disposition
- Must have access to the internet
- Must be able to log in using a desktop or mobile device
- Knowledge of Zoom a must

Why you should apply:

- Competitive salary
- Flexible schedule
- Remote position
- Work for an organization that supports causes such as women’s rights, social justice, and the rights of the under-served population

How do you apply: Send resumes and salary requirements to: HR@uucsr.org

Equal Employment Opportunity