



Zoom Technical Host

The Canadian Drug Policy Coalition (CDPC) is a national coalition of organizations and individuals at Simon Fraser University that advocates drug policies based on principles of public health, human rights, and social inclusion. CDPC promotes drug policies informed by scientific evidence and Indigenous perspectives, knowledge, and ways of knowing. CDPC engages in policy advocacy, public education and dialogue, and movement building within regional, national, and international arenas with a goal of informing, educating, and mobilizing citizens to become involved in the global drug policy reform movement.

The CDPC seeks to engage a Zoom Technical Host on a contract basis for our *Getting to Tomorrow* dialogues project. Each dialogue brings together a group of 50-70 diverse stakeholders to discuss drug policy, harm reduction, and ending the overdose crisis in their communities over two days in three-hour sessions that include multiple curated breakout rooms. For more information on our dialogues project visit www.gettingtotomorrow.ca.

The Zoom Technical Host sets up the Zoom environment ahead of the dialogue events according to required security protocols, monitors chat and enters instructions and links, spotlights presenters according to run-of-show, supports presenters with slides and any technical challenges, supports attendees with any technical difficulties (muting/unmuting, camera setup, admitting participants to event, etc), deploys and manages breakouts, and manages any post meeting assets (video recordings, chat file, etc). Akin to a stage manager in theatre, the Zoom Technical Host is responsible for the smooth operation of the meeting so that all participants can fully engage in the event.

The Zoom Technical Host will work with the *Getting to Tomorrow* national dialogues team on a per-dialogue contract basis. This remote position requires someone who is well-versed in Zoom, with reliable Internet connection, and a laptop. The Zoom Technical Host will be an integral part of delivering a successful virtual dialogues event.

Responsibilities include the following:

- Act as lead technical liaison for virtual dialogues
- Coordinate necessary communication for the dialogues, including scheduling meetings and sending out connection details
- Design a technical run down of dialogue proceedings prior to the event
- Be in constant communication with the lead facilitator
- Coordinate volunteers required for the event/dialogues
- Advise participants/organizers on best practices from a technical perspective
- Troubleshoot technical issues
- Diagnose and repair faults
- Communicate to participants to quickly get to the root of technical issues and guide participants through a series of actions to resolve them
- Follow up with participants to ensure problems were resolved

Skills required:

- Thorough knowledge of Zoom
- Attention to detail
- Ability to work in a fast-paced environment when Zoom hosting



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- Ability to work under pressure and 'think on your feet'
- Exposure to concepts in dialogue, public engagement, or relevant subject areas
- Ability to network and build relationships with a high degree of professionalism
- Ability to work independently, meet deadlines, and juggle multiple projects/tasks
- Familiarity with standard office and communications technologies
- Effective written and verbal English communication skills for diverse audiences

This is a contract position for 15 hours per dialogue at \$80/hour with an anticipated 12 virtual dialogues to be held between July 2021 and November 2022. Contracts will be signed on a per-dialogue basis, and scheduling details will be available well in advance. Paid training period will also be provided.

The Canadian Drug Policy Coalition believes in equity, diversity, justice, and inclusion, and is focused on enriching our commitment to and application of these principles. We encourage applications from people from a range of communities, experiences, and backgrounds, including but not limited to, Indigeneity, race, ability, sexuality, gender, and those impacted by the criminalization of drugs and sex work.

To apply: Please send application (resume and cover letter) by email to cdpc@sfu.ca by July 27, 2021 to the attention of "Getting to Tomorrow." Early applications are encouraged and appreciated.