



Webinar Moderator – Nonprofit Governance & Leadership Development

Position Summary:

Webinar Moderators collaborate with Latinos LEAD staff, volunteers, and other Webinar Moderators to plan, coordinate, and deliver webinars through Ready to LEAD, a nonprofit governance and leadership development training program. The Webinar Moderator will assist with the presentation and evaluation of Ready to LEAD webinars, including materials development, webinar scheduling and logistics, and webinar participant feedback surveys. Ready to LEAD's webinar pilot efforts are funded through a grant from the Amgen Foundation.

Ready to LEAD provides fundamental and advanced instruction to Latino professionals to support their success as nonprofit governing board members. Ready to LEAD offers three webinars designed to prepare Latino professionals for effective nonprofit governing board service. The two-hour webinars are tailored for individuals bringing little or no previous nonprofit board member experience. Webinar participants (upt to 10 per session) receive the Ready to LEAD Toolkit, which includes references and links to other resources in professional development, nonprofit leadership, and nonprofit organization management. Webinar session summaries:

- Fundamental Nonprofit Governance – This session provides an overview of nonprofit management and leadership, organizational structure, leadership principles, and the roles and responsibilities of nonprofit governing board members.
- Finance & Fundraising – Participants engage in specialized instruction in fiscal management and charitable advancement topics, and a comparison of the for-profit corporate and the nonprofit organizational business models. A case study provides an opportunity to explore detailed finance and accounting implications of nonprofit operations.
- Advanced Topics & Diversity, Equity and Inclusion – Topics include senior nonprofit strategy, boardroom dynamics, and networking. This webinar also explores some of the challenges new governing board members may face when joining boards that have had few ethnic minority members, such as fostering productive relationships, strengthening social resilience, and countering negative stereotypes.

Primary Duties and Responsibilities:

- Lead and/or co-lead moderation of two-hour live webinars (most webinars will feature at team of two moderators).
- Assess content, participant evaluations, and team/individual (own) Moderator performance to improve webinar programming and content.
- Confidently and knowledgeably present PowerPoint slides and other webinar content; engage and interact in a supportive manner with participants when addressing their questions and comments.
- Moderators will present the webinars with a production team in physical venues in the Los Angeles County region. Remote webinar moderation may be supported for experienced and effective facilitators as determined by program managers.

General Qualifications, Knowledge, Skills, & Abilities:

Expertise in nonprofit management, governing board development and/or consulting, leadership development, or human resources preferred. Confident public speaking and/or virtual webinar facilitation skills required.

- Knowledge of nonprofit sector general topics and familiarity with nonprofit organization structure, management, and governing board principles.
- Strong adult education, facilitation, and presentation skills.
- At least three years of experience in organizational development, training, or workshop/seminar/webinar development/coordination/moderation in a nonprofit, private or public sector organization or for clients in those sectors.
- Awareness of and commitment to Latino community and professional development, and in diversity, equity, and inclusion principles and how these principles can be applied to nonprofit governing board practices.
- An ability to function independently, and to collaborate professionally with Latinos LEAD staff, other facilitators, and clients.
- Strong public speaking, verbal and written communication skills

OTHER:

- Skilled in using Microsoft Office tools, Google shared documents, and online ZOOM meeting platform skills
- Sufficient higher education and/or industry training to meet job qualifications

Part time: Varies at your preference – moderate at least one webinar monthly, and as many as your schedule—and webinar demand—allows. Time commitment for webinar setup, delivery, and debrief is 3 to 4 hours per webinar.

Compensation is \$250 for each webinar moderated; Other: \$30/hour for setup, debrief and program support (including training). This is an at-will employment position; does not qualify for independent contractor status.

Learn more about [Latinos LEAD](#).

Submit resume and cover letter to: searches@latinosleadnow.org