

Role	Freelance Online Event Host
Industry	Digital Media & Publishing
Type	Freelance, up to 10 hours per week
Location	Remote within the USA
Rate	\$30/hour

Engagement Overview

70 Faces Media is seeking a warm, engaging and tech-savvy Freelance Online Event Host & Facilitator. The sole focus of this role is to host and moderate some of the live virtual/Zoom classes and gatherings run by our individual brands, such as My Jewish Learning. Our online programs are taught by some of the world's top professors and experts, in fields ranging from Jewish history and philosophy to language instruction to cooking.

As a face of our live events, you will welcome participants, introduce speakers, facilitate Q&A sessions, and manage the technical logistics of the Zoom platform to ensure a seamless, welcoming and community-focused experience for our audience.

Scope of Work:

- **Live Moderation & Facilitation:** Host and moderate live virtual classes on Zoom or our other event platforms, providing a warm, welcoming presence and representing 70 Faces Media and our individual brands, especially My Jewish Learning.
- **Speaker & Instructor Support:** Partner with guest instructors to introduce them, keep time, and guide the flow of the class.
- **Audience Engagement:** Actively monitor and manage the event chat, welcome attendees, field audience questions for Q&A sessions, and share relevant links and resources during the session.
- **Technical Zoom Management:** Manage the technical backend of the live Zoom meetings/webinars, including admitting attendees, muting/unmuting participants, spotlighting speakers, and troubleshooting basic technical issues.
- **Communicate Post-Event:** Share details of the event with the point of contact, including any issues encountered, sources or materials shared, or homework to be distributed.

What You'll Bring:

- Exceptional facilitation skills, including outstanding public speaking, live crowd moderation, and relationship-building abilities. You should be highly comfortable on camera.
- Deep familiarity with Zoom Meeting and Zoom Webinar features, including chat management, participant controls, spotlighting, and basic live troubleshooting, and knowledge of recording.
- A reliable technology setup, including access to a high-speed, stable internet connection, a high-quality webcam, and a clear microphone from a quiet, professional-looking remote work environment.
- Strong communication & multi-tasking skills, with the ability to seamlessly balance chatting with attendees, managing Zoom technical controls, and keeping the class on schedule.
- An understanding of and appreciation for the 70 Faces Media audiences and communities.

About 70 Faces Media

70 Faces Media is the largest digital nonprofit Jewish publisher in North America. We publish six brands: Jewish Telegraphic Agency, My Jewish Learning, Kveller, The Nosh, Hey Alma, and the New York Jewish Week.

To Apply

Please send your resume and cover letter to jobs@70facesmedia.org with "**Freelance Online Event Host**" in the subject line.