



**TITLE:** Webinar Presenter

**Reports to:** Communication, Membership, and Programs Manager

**Position Summary and Overview**

The primary function of this position is to develop and present a webinar in the presenter's area of expertise. The Webinar Presenter will be required to submit an abstract of their presentation and a speaker bio to the Professional Development Chair for promotional purposes. Webinars are typically 1 hour in length and are moderated by a CARA staff member who coordinates CARA's webinar programs and initiatives. The process includes a technology test prior to the live presentation.

**Duties and Responsibilities**

Key responsibilities for this position include:

- Preparing and submitting an abstract of the presentation and a speaker bio to CARA staff for advertising the event.
- Preparing and submitting any additional materials or resource requirements prior to the presentation, such as polls, surveys, evaluation requests, or similar items.
- Collaborating with CARA Communications to promote and advertise the event within your network or sphere of influence.
- Meeting specified deadlines—such as submission of the abstract and speaker bio—to ensure a successful outcome.
- Being available 15 minutes before the webinar for setup and logistical support, including reviewing any special needs or requests.
- Delivering a professional and engaging presentation to registered attendees on the scheduled date and time, including participating in Q&A and responding to participant inquiries via the chat or post-webinar follow-up.
- Being available to debrief with the Professional Development team when necessary.

**Education, Experience, and Other Qualifications**

The Webinar Presenter should demonstrate the following:

- Strong communication and presentation skills.
- An engaging personality with the ability to interact effectively with attendees.
- Professional video/conferencing etiquette.
- Strong organizational skills and the ability to meet strict deadlines.
- Excellent attention to detail.
- Proficient computer skills, including Zoom, PowerPoint, and other relevant tools.
- A time commitment based on the presenter's schedule, including preparation time plus a minimum of the 1-hour presentation.