

Program Technical Coordinator

Purpose:

Assist the Director of Programs with all technical aspects of program development and execution, as well as provide coordinated support with the Director of Information Technology.

Age Requirement: Candidate must be 18 years of age or older

Reports To: Director of Programs

Eligibility:

- Must be able to attend the WLC for the entire duration of the event, including pre-WLC set-up and post-WLC tear-down (approximately 2 weeks, housing and meals provided).
- Must have a clean background check (completed by HOBY).
- Must be able to participate in monthly conference calls and other coordination meetings prior to the WLC.
- Open to all applicants, experience with HOBY is desirable, but not required.
- Should be familiar with and have access to Microsoft Office Suite products (Word, Excel and Powerpoint).
- Should be comfortable working with presentation hardware such as laptops, LCD projectors, microphones, etc.

Responsibilities:

(Before the WLC)

- Learn and understand the dynamics of HOBY's programs at the state and national level.
- Become thoroughly familiar with HOBY's risk management policy and follow its guidelines.
- Meet with Program Team and other WLC Directors periodically, via conference call, starting in April, to help implement the conference program, with direct responsibility for assisting with identifying all technical program needs, including IT support and equipment, communications needs, program presentations and technical support, and technical facilities support.
- Draft Technical Support Spreadsheet, outlining technical requirements for conference program.
- Become fully familiar with HOBY WLC databases and student information/registration systems and work with Program, IT and Operations Directors to develop publicity database and press release distribution systems, presentation templates, report and flatsheet formats, and other technical needs, in advance of the conference.
- Gather speaker presentations and other presentation materials and load them into WLC program templates.

(During the WLC)

- Help with the set-up of the Program Operations Desk in the WLC Operations Room.
- Serve as technical liaison for Program Team with IT Director and Operations Team for all program tech needs.
- Provide support for technical facilities management, working with Facility Director and Operations staff on arrangements and needs for program sessions.
- Provide technical support for program sessions, load speaker presentations onto Program Laptop in WLC Presentation Format in advance of sessions, test all presentations at facility prior to session, and remain on-site during the session for technical support and troubleshooting.
- Provide all technical support for service projects and other special events, as needed.
- Work with the IT Director to support the technical needs of the Ambassador Presentations and Talent Show.

(After the WLC)

- Compile final program materials from all Program Team Laptops and provide to HOBY.
- Remain at WLC for the teardown of the Program Operation Desk.
- Write thank-you notes to vendors and others that you worked with.
- Complete evaluations of overall WLC program, including recommendations for improvements.