



**Job Title: Virtual Presentation Moderator and Tech Support**

**Dates: August 28 – October 13**

**Employment Type: Contract, Full Time**

**Location: 200-250 Ferrand Drive, Toronto, Ontario, M3C 3G8**

**The Terry Fox Story**

When Terry Fox was diagnosed with osteosarcoma at 18, the experience ignited in him a fierce determination to bring an end to the suffering cancer causes. His personal experience and research led him to the conclusion that more money was needed for cancer research. And so, on April 12, 1980, Terry dipped his artificial leg in the Atlantic Ocean and proceeded to change the world.

**Position Summary:**

In support of the Terry Fox School Run, the Terry Fox Foundation provides motivational virtual school presentations delivered by a School Ambassador and other guest speakers via Zoom, MS Teams and Google Meet. The role of the Virtual Presentation Moderator and Tech Support is to assist our presenters during the presentations with an introduction, Q and A, closing and managing any tech issues.

**Position Responsibilities:**

- Ensure virtual platforms (Zoom, MS Teams, Google Meet) are set up and tested in advance of pre-set scheduled presentation dates
- Monitor scheduled attendee calendar of sign ups and reply to all school related queries
- Manage all facets of virtual platform operations including waiting room admittance, chat rooms, video and audio settings
- Able to troubleshoot technical difficulties quickly and professionally
- Deliver a 2 minute welcome introduction and attendee instructions at onset of virtual presentation
- Conduct Q&A session and conclude virtual presentation after special guest has spoken
- Provide special guest with any support they require
- Additional office support as needed, including packaging/shipping merchandiser orders, filing, answering telephones, data processing and other administrative tasks
- Be a backup presenter should the main presenter be unable to present (in case of emergency)

**Skill Requirements:**

- Tech savvy and proficient in Google Meet, Microsoft Teams, Zoom
- Familiarity working with camera and microphone systems
- In-depth knowledge of Terry's Marathon of Hope or firsthand experience participating in a past Terry Fox event
- Passion and eagerness to support Terry's cause to support cancer research
- A team player with a positive attitude and drive to help spread Terry's message of hope
- Must be able to multitask in fast paced environment while maintaining attention to detail
- Ability to work a flexible schedule in late August – October (during high season, early mornings and evenings may be required)

**Join Us**

After 143 days and 5,373 kilometres, Terry Fox was forced to stop running outside of Thunder Bay, Ontario. Before returning to BC for treatment Terry said, *"I'm going to do my very best. I'll fight. I promise I won't give up."* He never did. And neither will we. If Terry Fox and his Marathon of Hope have meaning for you and you are passionate about making a difference in the lives of people who battle cancer, The Terry Fox Foundation would like to hear from you.

**To apply for this position, please send a cover letter and resume to [nishi.bansal@terryfox.org](mailto:nishi.bansal@terryfox.org) by July 22, 2023. Thank you for your interest in our position. The Terry Fox Foundation is an Equal Opportunity Employer. Only those applicants that are selected to move forward in the recruitment process will be contacted.**