

EAGxVirtual 2024 Conference Organiser Role Description

We're excited to share opportunities for part-time work as a contractor contributing to the organizing of the EAGxVirtual conference in 2024.

TL;DR: Applications are open through Monday, August 26th, at 11:59 p.m. Greenwich Mean Time (GMT). The application form is [here](#).

Recruitment timeline

1. Complete [this form](#) by Monday, August 26th at 11:59 pm Greenwich Mean Time (GMT)
2. We may reach out for an interview and potentially have you complete a work test
3. Offers made by the mid-Septemberication
4. Role begins around late September, though it depends on the timeline for the event

Note: This is our best estimate of our timeline and is subject to change. We will review applications on a rolling basis, so we encourage you to apply ASAP.

About EAGxVirtual

EAGxVirtual is a conference set to take place on 15-17 November 2024. The event is part of a network of **Effective Altruism Global-affiliated (EAGx) conferences** happening around the world. This event will be fully virtual.

Effective Altruism is a philosophy and social movement that uses evidence and reasoning to determine the best approaches to help others. The Centre for Effective Altruism (CEA) runs the EAG conference series and supports local organizers to run regional EAGx conferences. These events support active efforts to do good, promote studying how to do good better, and bring together members of the Effective Altruism community dedicated to those aims. This will be the third virtual EAGx conference, following events in [2022](#) and [2023](#).

Previous years have been extremely successful, with over 1400 attendees in 2023. We expect to grow the event size to 1500 or more; the event will be aimed at community members and EA-aligned organizations globally. Although we hope to particularly benefit those who have not been able to attend in-person conferences and/or do not have local EA communities.

This event will build on the knowledge and successes of past virtual events and aim to balance accessibility with higher-context EA material through networking, workshops, talks, small group gatherings, and more.

What we offer:

- Deeply impactful work with a highly engaged and motivated team of contractors and volunteers
- We offer competitive compensation and are open to higher for strong or more experienced candidates. The pay for this conference will be location-adjusted.
- Mostly flexible work hours in weeks leading up to EAGxVirtual 2024
- Autonomy and a high-trust environment
- Opportunities for connection to CEA, current and past EAGx organizers, and other established EA professionals
- Participation at EAGxVirtual 2024

What you provide:

- Remote work set-up: your own computer and reliable internet access
- Availability to join a weekly team meeting
- All-day availability for the conference weekend in November

Individual Role Descriptions Below

- [Team Lead](#)
- [Production Lead](#)
 - Likely to be combined with another role
- [Content Lead](#)
- [Mentorship Lead](#)
- [Communications Lead](#)
 - Team may combine Communications Lead with another role, or distribute responsibilities among other team members
- [Volunteer Coordinator](#)

Team Lead

Position Overview

The team lead is responsible for executing the entire project, and should spend most of their time managing the rest of the team and carrying out the most important tasks. They should also be the contact person with CEA and attend regular meetings with the CEA EAGx contact.

You will be a part of a team of 4-5 core organizers working to produce EAGxVirtual 2024 and may help recruit, interview, and hire the other members of the team.

This is a part-time contract position. We anticipate that it will require 5–15 hours per week for several months, increase to ~40 hours weekly in the month leading up to the conference, require over 50 hours during the week inclusive of the conference, and up to 20 hours post-event, for a total of approximately 400-650 hours. **This is a fully remote position.**

Please note that a candidate with sufficient experience and availability may take on other responsibilities beyond leading the project, with a commensurate increase in working hours. These potential responsibilities are listed on the other posted job descriptions; key overlaps exist between Team Lead role and all other roles, particularly Production responsibilities.

Key Responsibilities for Team Lead

- Act as event project manager; oversee the planning and execution of the entire project
- Drive strategic decision-making, following guidance from CEA and other stakeholders and taking input from the organizing team
- Engage with past EAGx Team Leads, other EA professionals, and outside event organizers to identify best practices
- Hire Admissions Lead, Content Lead, Communications Lead, Production Lead, and Volunteer Coordinator roles
- Oversee comprehensive event budgeting and fiscal stewardship, balancing strategic financial planning with meticulous expense tracking to maximize value from donated resources
- Oversee and coordinate closely with the Content Lead, Communications Lead, Production Lead, and Volunteer Coordinator roles
- Act as the main point of contact with CEA, providing project updates and identifying bottlenecks and uncertainties
- Attend all meetings, provide oversight on meeting agendas
- Review all vendor contracts alongside the Production Lead, with emphasis on venue selection and negotiation
- Provide input on conference content planning, working closely with the Content Lead
- Keep detailed records and lead post-event evaluation

A good candidate might have some of the following:

- Familiarity with the effective altruism community and a passion for promoting its principles
- Experience with event planning and/or managing small teams
- Ability to manage multiple projects and work streams with meticulous attention to detail, deadlines, intersections and dependencies
- Outstanding communications and customer service skills, with the ability to interact professionally with a diverse range of individuals
- Experience using Salesforce or a similar CRM system

Production Lead

[Team may combine Production Lead role with another position]

Position Overview

The Production Lead will be responsible for the detailed planning, coordination, and execution of all logistical aspects of the EAGxVirtual 2024 conference. The role demands a high level of organization, problem-solving, and resource management to ensure a smooth and successful event.

You will be part of a team of 4-5 core organizers working to produce EAGxVirtual 2024.

This is a part-time contract position. We anticipate that it will require 2–10 hours per week for several months, increase to ~40 hours weekly in the month leading up to the conference, require over 50 hours during the week inclusive of the conference, and up to 15 hours post event, for a total of approximately 250 hours. **This is a fully remote position.**

Please note that a candidate with sufficient experience and availability may take on other responsibilities beyond owning Production, with a commensurate increase in working hours. These potential responsibilities are listed in the other posted job descriptions; key overlap exists between Production and Team Lead role.

Key Responsibilities

- Work closely with Team Lead to develop and oversee the logistical plan for the entire conference, including pre-event planning, on-the-day execution, and post-event breakdown
- Liaise with the Content Lead to align on event schedule and logistics
- Source, negotiate with, and manage relationships with vendors and service providers
- Collaborate with Communications Lead, with input from team, on merchandise design; source and order merch and inventory
- Coordinate with the platform providers to ensure all virtual spaces are set up according to the requirements for talks, workshops, and networking events
- Collaborate with the Volunteer Coordinator to ensure tasks are appropriately assigned to volunteers
- Oversee the setup of streaming service, tech support, Slack Workspace, and any other event essentials; collaborate with the Communications Lead as relevant
- Track all expenses to ensure financial efficiency, and that the event falls within budget
- Implement risk management plans to cover contingency planning
- Keep detailed records and participate in the post-event evaluation

A good candidate will have some of the following:

- Experience in event planning or logistics, preferably with large-scale virtual events or conferences
- Familiarity with the effective altruism community, and a passion for promoting its principles

- Excellent organizational abilities with the capacity to handle multiple tasks and prioritize effectively under tight deadlines
- Negotiation skills and the ability to work within budget constraints
- Familiarity with contract management and vendor relations
- Problem-solving mindset with attention to detail
- Strong interpersonal skills and the capability to communicate effectively across various groups and stakeholders

Content Lead

Position Overview

The Content Lead will be responsible for shaping the program EAGxVirtual 2024 conference. The ideal candidate will be deeply immersed in the principles and community of effective altruism, and bring a thoughtful perspective to developing a cohesive agenda for the event

You will be part of a team of 4-5 core organizers working to produce EAGxVirtual 2024.

This is a part-time contract position. We anticipate that it will require 2–10 hours per week for several months, increase to ~40 hours weekly in the month leading up to the conference, require over 50 hours during the week inclusive of the conference, and up to 15 hours post event, for a total of approximately 250 hours. **This is a fully remote position.**

Please note that a candidate with sufficient experience and availability may take on other responsibilities beyond owning Content, with a commensurate increase in working hours. These potential responsibilities are listed on the other posted job descriptions; key overlaps exist between Content and Communications roles.

Key Responsibilities

- Lead the development of a content strategy for the conference, aligned with the mission of effective altruism, collaborating closely with the Team Lead and CEA
- Curate a comprehensive agenda that includes talks, interactive workshops, networking sessions, and an organization/opportunity fair
- Identify, and serve as a single point of contact with thought leaders, academics, practitioners, and other potential speakers who can contribute valuable insights to the conference
- Collaborate with speakers to refine their topics and presentations, ensuring clarity, impact, and alignment with audience expectations
- Provide friendly and professional guidance and customer service to speakers, facilitators, and fair participants on registration, logistics, or technical issues
- Identify volunteers and MCs to facilitate and moderate content sessions as needed, ensuring a smooth flow and engaging experience for participants
- Work in tandem with the Communications Lead to ensure consistent and effective messaging across all channels and materials
- Coordinate closely with the Team Lead on programming decisions, and get final sign-off from representatives at the Center for Effective Altruism
- Engage with the effective altruism community to incorporate current topics, research findings, and discussions into the event content
- Coordinate with the Production Lead to ensure technical needs for content delivery are met
- Keep detailed records and participate in the post-event evaluation
- Create and update event schedule in Swapcard

A good candidate might have some of the following:

- Familiarity with the effective altruism community, and a passion for promoting its principles
- Demonstrable experience in content strategy and event programming
- Outstanding communications and customer service skills, with the ability to interact professionally with a diverse range of individuals
- Experience in a fast-paced, dynamic event environment, with the flexibility to adapt to changing scenarios and challenges
- Familiarity with individuals and organizations who may be well-positioned to contribute content

Mentorship Lead

Position Overview

The Mentorship Lead will manage the conference participant experience from the application stage through to post-event follow-up. The position will be responsible for ensuring a seamless, fair, and welcoming mentorship process for selected conference applicants and mentors.

You will be part of a team of 4-5 core organizers working to produce EAGxVirtual 2024.

This is a part-time contract position. We anticipate that it will require 2–10 hours per week for several months, increase to ~30 hours weekly in the month leading up to the conference, require over 50 hours during the week inclusive of the conference, and up to 15 hours post event, for a total of approximately 200 hours. **This is a fully remote position.**

Please note that a candidate with sufficient experience and availability may take on other responsibilities beyond owning mentorship, with a commensurate increase in working hours. These potential responsibilities are listed on the other posted job descriptions; key overlaps exist between Mentorship, Volunteer Coordinator and/or Communications roles.

Key Responsibilities for Mentorship Lead

- Develop and implement a comprehensive mentorship program for the conference
- Review and make decisions on all mentorship participants for the event, using our admissions systems hosted in Salesforce
- Work closely with the Communications Lead to ensure that all communications have the expected tone and professionalism
- Analyze admissions data to provide insights on attendee demographics, preferences, and feedback for future event planning
- Handle sensitive situations with discretion, and maintain a commitment to equity and accessibility
- Collaborate with the Communications Lead to promote the conference and attract well-suited attendees
- Manage the mentorship process for attendees during the conference
- Keep detailed records and participate in the post-event evaluation

A good candidate might have some of the following:

- Familiarity with the effective altruism community, and a passion for promoting its principles
- Experience using Salesforce or a similar CRM system
- A keen eye for detail, and a commitment to maintaining consistent decisions in subjective situations
- Outstanding communications and customer service skills, with the ability to interact professionally with a diverse range of individuals
- Ability to manage time effectively to meet important deadlines
- Familiarity with individuals who may be strong mentors in the mentorship program

Communications Lead

[Team may combine Communications Lead role with another position or distribute responsibilities among other team members]

Position Overview

As the Communications Lead for EAGxVirtual 2024, you will be responsible for our conference's external communications strategy. You will play a pivotal role in shaping the voice and message of the conference, ensuring clear, consistent, and effective communications across various platforms and mediums.

You will be part of a team of 4-5 core organizers working to produce EAGxVirtual 2024.

This is a part-time contract position. We anticipate that it will require 2–8 hours per week for several months, increase to ~20 hours weekly in the month leading up to the conference, require over 50 hours during the week inclusive of the conference, and up to 15 hours post event, for a total of approximately 150 hours. **This is a fully remote position.**

Please note that a candidate with sufficient experience and availability may take on other responsibilities beyond owning Communications, with a commensurate increase in working hours. These potential responsibilities are listed on the other posted job descriptions; key overlaps exist between Communications and Volunteer Coordinator and/or Admissions roles.

Key Responsibilities

- Develop and implement a comprehensive communications strategy for the conference, including community engagement, social media content, email campaigns, and promotional materials
- Craft compelling narratives and messaging that align with the conference themes and effective altruism principles
- Liaise with the Content Lead, partners, and sponsors to coordinate announcements and promotional efforts
- Oversee the production of all conference-related digital content
- Manage the conference's social media profiles, ensuring regular engagement and community-building
- Collaborate with the organizing team to ensure consistent messaging and branding
- Create and manage all written content in Swapcard, our event app, ensuring it is kept up to date
- Keep detailed records and participate in the post-event evaluation

A good candidate might have some of the following:

- Familiarity with the effective altruism community, and a passion for promoting its principles
- Experience in a communications role or public relations role and/or managing social media accounts and campaigns for brands or events

- Exceptional writing and editing skills, with the ability to convey complex ideas in a clear and engaging manner
- Experience with graphic design software
- Ability to work independently and as part of a collaborative team

Volunteer Coordinator

Position Overview

The Volunteer Coordinator will be responsible for creating and overseeing a team of volunteers to support the pre-production, event, and post-production activities for the EAGxVirtual 2024 conference. Volunteers are critical to the success of the event, so the Volunteer Coordinator is responsible for our most valuable asset. This role will be responsible for identifying where volunteer capacity is needed to produce the event, as well as recruiting, training, and coordinating the volunteer team.

You will be part of a team of 4-5 core organizers working to produce EAGxVirtual 2024.

This is a part-time contract position. We anticipate that it will require 2–8 hours weekly in the month leading up to the conference, require over 50 hours during the week inclusive of the conference, and up to 5 hours post event, for a total of approximately 100 hours. **This is a fully remote position.**

Please note that a candidate with sufficient experience and availability may take on other responsibilities beyond owning Volunteer Coordination, with a commensurate increase in working hours. These potential responsibilities are listed on the other posted job descriptions; key overlaps exist between Volunteer Coordinator and Communications and/or Admissions roles.

Key Responsibilities

- Define volunteer positions, job duties, and schedules in collaboration with the Production Lead
- Recruit an engaged volunteer team of 20–40 members via the application system, grouped into 2–4 sub-teams with dedicated responsibilities
- Recruit trusted volunteer team leads to which management of sub-teams can be dedicated
- Assign volunteers based on skills, abilities, and experience, in collaboration with volunteers and their availability
- Manage all correspondence with volunteers, ensuring messaging is consistent with external comms and branding
- Prepare and deliver remote training to volunteers
- Coordinate the volunteer team during the event, ensuring reliable oversight alongside volunteer team leads
- Contribute to a culture of [‘collective growth’](#) by showing appreciation for and offering helpful feedback to volunteers, and by planning volunteer appreciation activities
- Work with the Salesforce CRM as needed to communicate with volunteers

A good candidate might have some of the following:

- Experience in a volunteer coordinator position, ideally in an event or conference context

- Experience volunteering at past EAG(x) events and knowledge of established procedures
- Familiarity with the effective altruism community, and a passion for promoting its principles
- Strong interpersonal skills
- Strong leadership skills and the ability to manage cross-functional volunteer teams
- Familiarity with individuals who may be strong candidates for lead volunteer roles

