



GROW Women Leaders
#155, 10045 156 Street NW
Edmonton AB, T5P 2P7
P: 780 306 0896

info@growwomenleaders.com
www.growwomenleaders.com
@growwomenleaders.com
f i t v

Volunteer Job Description: Moderator for GROW Women Leaders Summit

Position Title: Moderator

GROW Location: Preparation meetings are hybrid (#155, 10045 156 St NW)

Summit Location: Edmonton Convention Centre (9797 Jasper Ave, Edmonton, AB T5J 1N9)

Commitment: November 27th to November 29th 2024 and Pre-Summit Preparation Meetings

About GROW Women Leaders: GROW Women Leaders is dedicated to empowering women, especially immigrants and women of color, to achieve their full potential in leadership and business development. Our annual summit brings together diverse voices and fosters an inclusive environment where participants can learn, share, and grow.

Position Overview: We are looking for dedicated and detail-oriented volunteers to serve as Moderators for the GROW Women Leaders Summit. Moderators will play a crucial role in ensuring the smooth operation of workshops and breakout sessions. This includes timekeeping, taking detailed minutes, and assisting with workshop coordination and finalization alongside facilitators.

Key Responsibilities:

- **Moderate Workshops and Breakout Sessions:** Oversee the flow of sessions, ensuring they run on time and adhere to the agenda. Support facilitators by managing the session dynamics and engaging participants effectively.
- **Timekeeping:** Monitor the time during each session to ensure that all topics are covered within the allocated time and that sessions start and end punctually.
- **Note-taking and Documentation:** Capture detailed minutes and notes during workshops and breakout sessions. Record key discussion points, action items, and participant contributions to ensure accurate documentation of the summit proceedings.
- **Workshop Coordination:** Collaborate with facilitators in the finalization, review, and coordination of workshop materials and content. Assist in ensuring that all session materials are prepared and ready for use.
- **Post-Summit Review:** Participate in a debrief meeting to provide feedback and insights from the workshops, contributing to the overall evaluation and improvement of the summit.

Qualifications:

- Strong communication and organizational skills.
- Attention to detail, especially in note-taking and documentation.



GROW Women Leaders
#155, 10045 156 Street NW
Edmonton AB, T5P 2P7
P: 780 306 0896

info@growwomenleaders.com
www.growwomenleaders.com
@growwomenleaders.com
f i t v

- Ability to manage time effectively and keep sessions on track.
- Comfortable working collaboratively with diverse teams and participants.
- Experience in event coordination, moderation, or facilitation is a plus, but not required.

Benefits:

- Gain valuable experience in event moderation and coordination.
- Network with professionals, leaders, and participants from diverse backgrounds.
- Contribute to an impactful event aimed at empowering women and fostering inclusive leadership.

How to Apply: If you are interested in volunteering as a Moderator for the GROW Women Leaders Summit, please send your resume and a brief statement of interest to carmen@growwomenleaders.com by Sept 30th, 2024.

Join us in making a difference at the GROW Women Leaders Summit!