

SCBWI Nebraska Position Description: Newsletter Coordinator

The Newsletter Coordinator is responsible for putting together the bi-monthly Prairie Song newsletter that goes out on the 15th of the month, starting in February of each year.

The Newsletter Coordinator will:

- maintain and regularly check the scbwi.nebraska.newsletter email account
- regularly check the SCBWI website to be aware of upcoming virtual and in-person events offered by other regions that may be of interest to Nebraska members
- attend monthly advisory board meetings to be aware of upcoming events
- when preparing a new newsletter:
 - check upcoming events on the SCBWI regional website
 - write up a summary of large events (or those for which registration opens within two months)
 - write all pieces using a conversational tone
 - compile a list of event names, dates, and URLs (links) for the Upcoming Events section
 - include announcements and other items of interest to our members (approved by RAs)
 - assign columns/assignments for each newsletter (approved by RAs)
 - edit incoming submissions as needed
 - collect Let's Celebrate/Good News items from members and collate
 - complete newsletter layout using template
 - create pdf and teaser image for RAs to send out

The Coordinator will need to have been an SCBWI member for at least 6 months and have some experience with organizing/editing writing by others. Strong editing skills and experience using Canva to lay out documents both *strongly recommended*. The Coordinator must be able to work closely with the RA(s), IC, and other Coordinators (Social Media, PAL, Social Events, etc.) and also work independently. The Coordinator is encouraged to bring his/her/their voice to the position in keeping with the values and goals of SCBWI and SCBWI Nebraska.

Time Expectations: determined by the Coordinator and as defined by newsletter preparation stages.

Compensation: There aren't any paid positions on the Leadership Team (including the RAs), but we will provide you with a free membership for as long as you hold this position. Through their work, members of our Leadership Team gain access to professionals in the industry. Plus we are a fun, spirited group who enjoy helping others and growing in the process. By signing the SCBWI Volunteer Agreement (sent via DocuSign), you agree to the terms of this position description for the duration of your term in this position.