

SCBWI Nebraska Position Description: Social Event Coordinator

Assists the Nebraska Regional Advisor(s) in the planning and implementation of a minimum of one in-person social gathering event each year.

The Social Event Coordinator will:

- work with the Regional Team to plan, schedule, and organize a minimum of one social event each year (i.e. winter social, spring social, meet-ups, etc.)
- if organizing more than one event, ensure that the events take place in different locations: e.g., one in Omaha, one in Lincoln, one in a third location
- organize venue, food and drink in consultation with the RA(s)
- cc the RA(s) on ALL emails associated with your position (or send the RAs an email overview of any phone calls)
- set up and take down items for the event
- maintain and regularly check the scbwi.nebraska.retreats email account
- coordinate with local volunteers planning other types of in-person or virtual gatherings (e.g., Story Spinners)

The Social Events Coordinator will need to have been an SCBWI member for at least 6 months and have some experience with planning social events. The Coordinator must be able to work closely with the Regional Team and other Coordinators (Social Media, PAL, Newsletter, 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 planning 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 the SCBWI-Nebraska 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.