

## SCBWI Nebraska Position Description: Social Media Coordinator

Use the region's various social media outlets (currently: Facebook, Twitter (X) and Instagram) to inform and support current and future members. In some cases, the Coordinator will be provided with content (event brochures, speaker information, photos, logos, save the dates, links to online registration forms and event webpages, etc.). In other cases, the Coordinator will need to create fun and fresh content for specific purposes.

The Social Media Coordinator will:

- maintain and regularly check the [scbwi.nebraska.socialmedia](mailto:scbwi.nebraska.socialmedia) email account
- keep SCBWI-Nebraska's Twitter (X), Facebook, and Instagram pages up-to-date with posts, retweets, and shares
- check in two to three times a week on each platform to:
  - promote our events and those hosted by other SCBWI regions
  - share great news from members of our region
  - support members by sharing, reposting, and boosting members' social media posts
- moderate the SCBWI-Nebraska members-only Facebook group
- serve on the Advisory Board and attend monthly meetings

The Coordinator will need to have been an SCBWI member for at least 6 months and have some experience with social media platforms (FB, Twitter (X), Instagram). The Coordinator must be able to work closely with the RA(s), IC, and other Coordinators (Critiques, PAL, Social Events, Website, 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

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.