

SCBWI Nebraska Position Description: Website Coordinator

Maintains and updates the regional website to keep it up-to-date with current events and information for our members and others interested in the region's activities.

The Website Coordinator will:

- maintain and regularly check the scbwi.nebraska.webmaster email account
- work with the Regional Advisor(s) and other volunteers to post new content and update existing content
- perform these specific duties:
 - create pages and events
 - edit and upload images, making sure they publish appropriately
 - communicate with SCBWI tech support as needed (always copy the RAs on these emails)
- 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 website management experience. The Coordinator must be able to work closely with the RA(s), IC, 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 (more time will be required when planning the workshop, less once it is up and running).

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.