

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
- attend monthly advisory board meetings to be aware of upcoming events
- when preparing a new newsletter:
 - check Upcoming Events on the regional website
 - write up a summary of large events (or those for which registration opens within two months) based on website information for the Coming Attractions section
 - write all pieces using a conversational tone
 - compile list of event names, dates, and URLs (links) for the Upcoming Events section
 - include contests, announcements, or other items that would be of interest to our members (approved by RA)
 - collect Let's Celebrate items from members and collate
 - assign columns/assignments for each newsletter
 - update Prairie Song Google Docs as items are completed
 - complete newsletter layout using Canva template
 - create pdf and teaser image for IC 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. Experience using Canva to lay out documents *strongly recommended*. The Coordinator must be able to work closely with the RA, IC, and other Coordinators (Social Media, PAL, Retreats, E&I Team, 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.