

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 the Regional Advisor or Illustrator Coordinator to write the next "From the Regional Team" piece
 - inform relevant parties of their columns/assignments
 - update Prairie Song Google Docs as items are completed
 - compile information for bi-monthly issues of the Prairie Song Newsletter by two weeks before next publication date

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. The other members of the team are listed here: [Volunteers](#)

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.