

## SCBWI Nebraska Position Description: Promotions Coordinator

Reach out to bookstores, libraries, and educational institutions to tell them about our organization and share upcoming events that might be of interest to their patrons/students. Our goal is to increase membership by making connections with interested parties across the state.

The Promotions Coordinator will:

- maintain and regularly check the scbwi.nebraska.promotions email account
- copy the Regional Advisor on all email communications
- make initial contact with organizations as determined through discussion with the RA
- share flyers (general SCBWI information or upcoming events)
- post upcoming events to the Nebraska Center for the Book calendar
- field questions from contacts at various organizations and redirect interested people to the RA or IC, as applicable

The Coordinator will need to have been an SCBWI member for at least 6 months and have some experience calling/emailing in a semi-professional capacity. 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.