

SCBWI Nebraska Position Description: Shop Talk Coordinator

Manages virtual Shop Talk events to inform, persuade/challenge, and support members. In some cases, the Coordinator will be provided with content topics and presenters and will simply need to assist with running an individual meeting. In other cases, the Coordinator will need to create fun and fresh content for specific meetings.

The Shop Talk Coordinator will:

- maintain and regularly check (once a week) the SCBWI Shop Talk planning page
- assist with planning topics for upcoming Shop Talks
- log in to the regional Zoom account and start each meeting at least five minutes before it begins
- provide Zoom support for members having problems
- record Shop Talk attendance for the bimonthly drawing
- if sharing this position with another volunteer, equally split responsibilities

The Coordinator will need to have been an SCBWI member for at least 6 months and have some experience working with Zoom. The Coordinator must be able to work closely with the RA, IC, and other Coordinators (Social Media, PAL, Newsletter, 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 Shop Talk event frequency and planning needs.

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.