SCBWI Nebraska Position Description: Tech Support

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.

Tech Support will:
- maintain and regularly check the scbwi.nebraska.webmaster email account
- work with the Regional Advisor and other volunteer content providers to post new content and update existing content
- perform these specific duties:
  - create pages and events
  - create tickets, adding workshops and extras, coupons, or other additional features as needed
  - edit images
  - coordinate files and media library with in the WordPress Content Management System
  - communicate with SCBWI tech support as needed (always copy the RA 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 experience using WordPress. 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 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. 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.