

SCBWI Nebraska Position Description: Webinar Coordinator

Plays a major role in our region's webinars, recruiting potential faculty, scheduling upcoming webinars, and providing support.

The Webinar Coordinator will:

- maintain and regularly check the scbwi.nebraska.webinars email account
- copy the Regional Advisor on all email communications
- consult with the RA regarding potential webinar topics and faculty
- make initial contact with potential faculty as determined through discussion with the RA
- work with faculty and RA to schedule webinar date and time
- provide a Zoom test session to faculty prior to the event
- moderate the webinar, fielding questions from attendees and ensuring the presenter is supported at all times
- if necessary, run the Zoom session, ensuring that all participants' mics are off and the presentation is being recorded to the cloud
- 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 with Zoom and/or moderating presentations. 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.