

SCBWI Nebraska Position Description: Workshop & Retreat Coordinator

Assists the Nebraska Regional Advisor in the planning and implementation of the *Writing from the Inside Out* workshops. Virtual workshops (6–9 months in length with one or two 90-minute meetings per month) focus on helping participants develop a writing project or projects from initial idea to submission to an agent or editor. Each year, the workshop will focus on one type of genre (novels, picture books, nonfiction, graphic novels).

The Workshop & Retreat Coordinator will:

- work with the RA to find suitable faculty to teach upcoming workshops
- work with the RA and faculty to plan out a 6- to 9-month workshop
- attend Zoom workshop meetings and answer questions from faculty and participants
- maintain and regularly check the scbwi.nebraska.retreats email account
- provide support for the faculty as needed (assist with Slack or Zoom if others can't)
- work with the RA to plan Agent Retreats, to be held the last weekend of June
- attend retreat if able
- work with RA to compile evaluation forms for workshop and retreat participants
- 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 planning virtual events. 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.