

## SCBWI Nebraska Position Description: Published Author & Illustrator Liaison

Organizes events and opportunities that support the needs of the published authors and illustrators in our region.

The PAL Coordinator will:

- maintain and regularly check the scbwi.nebraska.pal email account
- communicate opportunities to our published members (e.g., opportunities to do virtual or in-person presentations or provide information for other promotional opportunities)
- update list of authors and illustrators available for school and library visits; communicate list to Regional Advisor and Promotions Coordinator
- coordinate quarterly virtual roundtable meetings that focus on topics relevant to published members (business, promotions, etc.)
- organize one annual event for published members that involves selling books (coordinate with a local bookstore)
- work with the Regional Advisor and Webinar Coordinator to create short PAL-featured videos on basic topics in publishing geared toward incoming members
- communicate with published members about their needs and interests; communicate those needs to the Regional Advisor
- 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 be published in children's literature or Young Adult. The Coordinator must be able to work closely with the RA, IC, and other Coordinators (Social Media, Retreats, 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 upcoming events.

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.

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.