

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.

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.