

## 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.

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.