

Program Facilitator

A Program Facilitator organizes 1 annual program for SCBWI Inland Northwest. Examples: Critique Group Match-Up, Instagram Promotion Campaign for INW Illustrators, Local Author Promotion, Quarterly Chats, Social Media Campaign for Creative Inspiration, NaNoWriMo Group, etc.

Volunteer Expectations:

- Complete the duties of the position.
- Communicate regularly with the Regional Advisor (RA) and respond to requests in a timely manner.
- Communicate with participants in a timely manner.
- Notify the Regional Advisor if a problem arises.
- Adhere to the SCBWI Volunteer Agreement.

Time Commitment: 1-3 hours per month for the duration of the planned program.

Volunteer Duties:

- Submit a Program Proposal to the RA for approval. Proposals must be submitted at least 3-months prior to the program start date.
- Write a program description for the website and submit it to the RA.
- Create or request a promotional banner for the SCBWI INW website and submit it to the RA.
- Assist in program promotion through social media, direct emails to members, etc.
- Host any program meetings using the SCBWI INW Zoom account.
- Create and distribute a program evaluation, compile results, and share with the RA.

Event Facilitator Benefits:

- Free SCBWI membership submitted to SCBWI HQ at the completion of the program.
- Listed on the region's website.