

InScribe Pro Blog Moderator Job Description

Purpose: The purpose of the InScribe Professional Blog is to benefit professional writers through regular posts written by ICWF members. The moderator's role is to recruit and schedule contributors and to prepare the posts for publication on the website.

Responsibilities:

- A. Identify and communicate with contributors.
 - Create a schedule of contributors for the upcoming year and email the schedule to contributors in December of the previous year. (Some contributors appreciate topic suggestions.) Reminders to be sent the month before the posts are due. Posts are published twice a month.
 - Suggestion: The same contributor could write a post for beginners and another for more advanced writers to be shared in the same month to be posted on the second and fourth Thursdays of the month. Depending on the number of contributors, each may be asked to cover two months of the year.
- B. Prepare posts for publication. (Takes about 30 minutes or less.)
 - Proofread posts received from contributors and make any needed changes. (No heavy edits required.) The contributor's name should be included in the title of the post. The moderator should also see that all quoted material is properly cited.
 - Choose a cover photo from a site such as Pixabay or Unsplash. (The picture should not have words, as the title will be superimposed on the picture.)
 - Add tags and keywords including the contributor's name. (Note: Questions rather than tags and keywords are more commonly searched for these days. The moderator may want to keep this in mind.)
 - The moderator must identify the post as Blog in order for it to appear in the correct location on the site.
 - Check the blog preview and make any needed changes
- C. Publish the post on the blog. (Login to be secured from the webmaster.)
- D. Share the published post in the InScribe Members Only Facebook group.