

InScribe Writers Online(IWO) Blog Moderator

Purpose: The purpose of the InScribe Writers Online Blog is to provide a place where all InScribe members--at any level of writing experience--can publish their work online; and to help build an online community with fellow writers across the country. Blog authors post on various topics pertaining to the key themes of writing and faith. The moderator's role is to maintain the blog and to recruit and schedule contributors.

Responsibilities:

- A. Recruit and communicate with contributors.
 - Recruits monthly bloggers and communicates with them on a regular basis
 - Recruits guest bloggers
 - Trouble shoots tech issues for bloggers
- B. Prepares posts and maintains blog.
 - Maintains blog (layout, sidebars, comments etc.)
 - Decides on monthly themes or recruits someone to do so
 - Reads and potentially edits all posts for appropriate content and glaring errors
 - Removes inflammatory comments and/or posts as needed
- C. Shares all blog posts on social media