



SOCIAL MEDIA MONITOR

Position Title: Social Media Monitor

Reports to: Social Media Manager

Type of position: Volunteer, unpaid

Roles and Responsibilities Include:

- Will conduct postings on Facebook
- All articles or graphics must be scheduled 1 week out on Facebook
- Will schedule posts, respond to comments/messages
- Attend team meetings
- Must have Facebook account in order to join Facebook team chat and friend request team manager
- Be available 5-7 hours per week
- Must be a team player
- Perform other duties as assigned

Qualifications and Education Requirements:

- Must have own desktop computer, laptop and smartphone
- Communicate in the English Language, Spanish is a plus
- Experience monitoring a large Facebook page or group
- Must be familiar with social media platforms
- High school or equivalent

****Any email sent from our organization servers and all graphics will be the property of our organizations and will be subject to monitoring!!****

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