

Volunteer Position Description Website/Social Media

Component	Description
Job Title	Website/Social Media Promotions
Purpose	To keep our program accomplishments, events, and needs known to the public. To promote our facility.
Key Responsibilities	Monitor Facebook, Website, and any other social media. Update, post, promote events, etc.
Location	Office and/or from home or wherever convenient for volunteer
Supervision	Co-Presidents/ Board of Directors
Length of Appointment	One year
Time Commitment	unknown
Qualifications	Must be able to build and update website, Facebook, and any other social media deemed appropriate.
Benefits	T-shirt, volunteer recognition Lots of thanks!!
Support Provided	Volunteer training and orientation. Microsoft 365 for computer, tablet, phone, etc.

