



SOCIAL MEDIA Co-ordinator

<i>Purpose of Position</i>	<i>Communicate to the Community and area through social media on board news and upcoming events at the MCC.</i>
<i>Accountabilities</i>	<ul style="list-style-type: none">• <i>Liaise with Newsletter Coordinator for consistency in product and stories.</i>• <i>Liaise with all other Coordinators to ensure their events are posted appropriately on social media.</i>• <i>Manage Facebook & Website and applicable licenses.</i>• <i>Ensure all Information is Current and Relevant on the Website and Facebook.</i>• <i>Post Photographs of events.</i>• <i>Attend monthly board meetings to gain knowledge of upcoming events and to update board on progress.</i>• <i>Submit all expenses to Treasurer.</i>