



Muir Lake Community League

Job Description – Social Media Coordinator

Position Title	MLCL Executive Officer (voting position)
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No experience required, step by step manual is provided.

Instructions for Social Media Coordinator

- Receives updates from the board for news, or if volunteers are needed to advertise on social media.
- Ensure a consistent social media presents on Facebook, Instagram.
- Creates and send out a monthly/quarterly newsletter. (Newsletter templates available in the google shared drive).
- Works closely with the Website Editor
- Receives approved advertising from the Events and Sports Coordinators.
- Responds to questions on social media, if unsure of response will forwards to appropriate coordinators.
- Hard copies of all the forms for this manual can be found in the google drive.

Perks for Social Media Coordinator

- Connect you with others in the community, make new friends and contacts.