



Social Media Manager Job Description

The manager of organization's Facebook page and Twitter page. Reports to the Fund Raising & Marketing Manager

Duties:

Maintain the smooth operation of our Facebook and Twitter presence
Monitor all postings and maintains posting standards.
Keep the board apprised of any new technological developments in social media
Other duties as assigned

Core Competencies:

Be proficient in: The technical aspects of running Facebook & Twitter, be able to manage conflict among subscribers, be able to maintain order when discussions get out of hand.
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