



Position Description - draft

Title: Social Media Officer

About: Manages club communications via social media channels (Facebook & Instagram)

Reports to: Marketing Officer

Responsibilities:

- Creates social media content
- Manages communications to members via social media channels in accordance with accepted Club and SLSA standards

Committees:

- Marketing sub-committee

Qualifications:

- Nil

Skills:

- Strong written and spoken communication skills
- Attention to detail
- Strong time management and organisational skills.
- Ability to work unsupervised and achieve delivery against deadlines

Date: 7 May 2022