



A Motivating Love

Position Description

Duties of Social Media Director

Position: Voting Member

Responsible to: Executive Director

Skills:

- Ability to work as part of a team
- Visionary
- Planning Ability
- Strong Communicator
- Knowledge of A Motivating Love
- Active Volunteer
- Self-Aware
- Ability to think outside the box
- Ability to Analyze and Take Risks
- True Commitment to A Motivating Love
- Networking Ability
- Leadership abilities
- Able to work effectively under pressure to meet tight deadlines and goals

Time Commitment: Approximately 30 hours per month for responsibilities. Additional time may be required for other volunteer roles taken on during term

Responsibilities

- Create content and posts for social media relevant to the organization
- Responsible and managing company social media channels of Facebook and Instagram
- Assists with large projects, events, and community management
- Works as part of a team to develop large social media campaigns
- Manages the content on various social media
- Build up the social media following
- Reinforce the brand of the organization
- Commit to the mission and work of A Motivating Love
- Attend regularly scheduled meetings
- Support of events and programs
- Promote the organization with proper
- Meets regularly with ED to discuss next steps
- Use organization email, signature and G-suite products assigned to organization

Evaluation: Self and by the Executive Director, semi-annually, and social media metrics monthly