

Social Media Manager

Reports to: 1st & 2nd Vice Presidents

The duties of the Social Media Manager shall include:

- A. All duties and responsibilities as listed in the most current Bylaws.
- B. Being responsible for monitoring and controlling the content of all VCC social media pages.
- C. Ensuring no external solicitations are present on any pages.
- D. Updating social media pages with VCC event & happenings.
- E. Setting up VCC events on social media when requested.
- F. Scheduling regular content to the VCC page and all sub pages.
- G. Working with the Thrift Store Social Media Manager
- H. Making social recommendations to the board on timing and content for posts and platforms
- I. Starting a VCC Instagram page to build followers in key age groups
- J. Being responsible for maintaining the VCC Facebook pages to include approving new member requests, approving comments, and creating events.
- K. Maintaining a list of all channels, admins and passwords and sharing with the President, IT and Publicity Chairs.