

Job Description for “Facebook/Social Media” Manager

Gateway Browns Creek Trail Association

- **The GBCTA wishes to fill the position of “Facebook/Social Media” manager on the Assn. Board of Directors. This is a volunteer position, and this person must become a member of the Assn. This position serves on an annual basis, as do all of the Officers and Directors.**
- **Ongoing duties:**
 - **Actively manage Facebook page and other social media and keep all Assn. information up to date.**
 - **Actively work with Officers and Directors to post relevant information for the membership and the public.**
 - **Attend Assn. Board meetings and present reports to Board on Facebook and social media activities, as well as future needs.**
 - **Work with the Association Webmaster, as needed, to keep both sites consistent. Become familiar with the workings of the Assn. web site in order to serve as temporary backup to webmaster, if needed.**

For more information, please contact Dennis Lindeke, GBCTA President, at:

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