

Website/Facebook Administrator

Summary of Job Responsibilities:

This position is responsible for managing the content of the choir's website. She also develops engaging posts to the choir's Facebook page.

Duties/Tasks:

- Create, edit, post, update, and clean up outdated content on womenschoralsociety.org to reflect choir activities.
- Post material to Facebook provided by marketing director.

Helpful Skills:

This position requires computer competence, including Facebook. Familiarity with the WordPress website creation tool is helpful but not necessary. Excellent written and verbal communication skills are necessary, as are curiosity, attention to detail, and responsiveness.

Time Commitment:

The website primarily requires two hours of attention at the beginning and end of each semester.

Facebook work involves four hours throughout the semester.

Appointed Position:

The marketing director appoints this position.