

Social Media & Marketing Assistant



position Summary:

The Social Media & Marketing Assistant is responsible for advertising and publishing events, managing Social-Media accounts and creating Social media / Website content.

Location: River, Dover | Remote

Voluntary hours Commitment:

This role requires an estimated **35 hours per year.**
(1 hour per meeting, 6 meetings per year. 29 Hours for general tasks and duties)

Responsibilities and Duties:

- Participate in Committee Meetings
- Take on responsibility of managing the clubs Social media presence.
- Advertising and promoting Club events using Social media, websites and any other outlets as deemed appropriate.
- To use the clubs branding and house-styles in all public facing communications.
- Assist with website updates / writing copy.
- Assisting with creation of occasional news-letters for inclusion into local publications and for Email distribution.

Skills:

- Communication & Teamwork
- Experience planning and organizing events a plus
- Experience / familiarity of using Social Media sites such as Facebook.
- Basic computer skills (Internet, office suite, design tools) a plus.