



## Social Media Manager

### Role:

This role is to manage and update the LWWNPC Facebook page on a regular basis.

### Goals

1. Keep the page accurate and current with constantly updated content
2. Add any events as needed which have been added to the LWWNPC website
3. Update the page as required and/or directed.

### Responsibilities

- LWWNPC public Facebook page is <https://www.facebook.com/LWWNPC/>
- <https://www.facebook.com/groups/lwvnpc/> is the "intra-League" Facebook page
- Maintain nonpartisanship of League's Facebook page
- Enter articles on a regular basis.
- Send invitation to "LWWNPC Member Community Forum" to all new members
- Approve posts to this group website as submitted and reviewed
- Use insights to determine what is working for our page
- Report to Communications & Engagement Chair