

NETMGA POSITION DESCRIPTION

Facebook Group Page Administrator

Created 2/21/19

Position Overview: Provide an opportunity for interactive communication among NETMGA members who are also Facebook members. Promote NETMGA programs to interested Facebook members.

Qualifications:

- Access to a computer/electronic device
- Maintain a personal Facebook account, and be willing to access frequently

Responsibilities/duties:

- Create a group FB page and add members to the group page
- Calendar NETMGA events on the FB group page (these get pushed out to members of the FB group page)
- Post opportunities related to MG mission, service projects, policies and educational opportunities
- Monitor group page for non-compliance (hopefully this will not be an issue)