
Building Healthy Families, Inc.



Social Media Assistant

July 2017

The role of the the Social Media Assistant is to keep our Facebook pages current, adding new photos and activities. May also use Twitter or assist with web page updates.

Responsibilities

1. Able to work from home or in our office, flexible hours 2-4/month or more.
2. Weekly or bi-weekly postings on current BHF activities, news releases and current news feeds related to our goals. .
3. Supervise, set-up and take down of the imagination playground.
4. Interact with parents and children in a friendly encouraging manner.

Qualifications

1. Must be at least 18 years old.
2. Honest, responsible and reliable
3. Have access to a computer and wi-fi.
4. Skilled with social media, knowledge of Facebook pages andTwitter.
5. Writing skills for communications.
6. Option of writing press releases for public media
7. Attend an orientation prior to volunteering,
8. Submit a BHF volunteer application and consent for background check.