



## **Social media assistant role description**

- Are you passionate about teaching pronunciation? Are you a confident user of social media and an excellent communicator?
- Do you regularly share education related posts, events, and information with your social media followers and the wider online community?
- Do you have 4-6 hours a month to put these skills to use?

If you answered YES! to any of the above, YOU are just who we're looking for as our social media assistant!

### **Responsibilities will include:**

- Working with our webmaster/ social media coordinator and the PronSIG committee over content;
- Creating and posting interesting or eye-catching social media posts that will grab attention;
- Monitoring online interaction patterns and posting for maximum engagement;
- Responding to queries sent via our social media pages; and
- Helping create visuals and posts on Canva, WordPress and social media apps including Facebook, Twitter, Instagram and Linked In.