**Job Description: Youth Social Media Coordinator**

**Position Title:** Youth Social Media Coordinator  **Part-time:** up to 1 hour/week for 1 year, no benefits **Stipend Range:** $200 annually

**Immediate Supervisor:** Director of Youth Services

**Description of duties and responsibilities:**1.Oversight and direction of the substance abuse prevention coalition social media presence  
2. Planning and coordinating sharing of posts with the Community Impact Team, North Reading Police Department and CADCA  
3. Posts at least once a week on Coalition’s Twitter and Facebook pages  
4. Comment, share, and like appropriate related posts by other coalitions  
5. Provide monthly report on social media activities and insights to Director of Youth Services   
 **Qualifications for position:** High School Junior or Senior with appropriate active Twitter and Facebook accounts

**Supervisory requirements:** none

**Skills, knowledge and prior experience required:**  
1. Multi-tasking skills  
2. Good judgment related to social media postings  
3. Ability to meet requests of Coalition related to posting announcements in a timely manner  
4. Ability to interpret social media insights  
5. Proficiency and experience using Facebook and Twitter

**Travel and other conditions or requirements:**

1. Must have own computer with Internet access