

Social Media Editor

Main Purpose of the Role

To update and maintain GASC Website and Facebook pages

Tasks and Duties

- Maintain the current build of the website
- Maintain best utilisation of the Website
- Maintain best utilisation of Facebook page/Group
- Update Website as agreed with President
- Update What's On Pages as agreed with Social Secretary with regard to events
- Update What's On Pages as agreed with Quiz Co-Ordinator
- Build Jotform for each event

Skills and Knowledge

- Excellent Computer skills
- Working knowledge of HTML

NB: The Club will provide a laptop (if required), access to Microsoft OneDrive with Word, Excel etc as well as a specific email address gascsocialmediaeditor@gmail.com