



Position Description
Internal Posting

POSITION TITLE: Website & Social Media Team Member

A Website & Social Media Team Member will be selected from each of the District's six schools to help engage with parents and community members via website and social media channels including, but not limited to, Facebook and Twitter. Each Team Member is responsible for his or her school's online content, serving as the online liaison between the school and parents and/or community. Team Members will be trained and supported by the District Multimedia Technician and the Communications and Public Relations Specialist.

Qualifications:

- Exhibits strong writing, spelling, proofreading, and organizational skills
- Willingness to learn the skills necessary to use the District's website content management system and regularly update the school's web page
- Demonstrates creativity and documented immersion in social media

Specific Duties and Responsibilities:

- Serve as the school's web page Webmaster, creating, collecting, and managing all published content (images, video and written). This web page will be part of the Bedford City School District's website.
- Become an advocate for the school in social media spaces, creating and sharing timely content with the school's stakeholders (parents, community, and students).
- Written material created for web page and social media posts may need to be edited/approved by the Communications and Public Relations Specialist.
- Team members may be asked to attend periodic meetings to review content and share ideas

Stipend of \$1,000.00 per school year

This position stipend will be paid for with grant funds.