

## **ON DPG JOB DESCRIPTION**

**POSITION TITLE:** Social Media Coordinator

**BRIEF DESCRIPTION OF POSITION:** The ON DPG Social Media Coordinator is appointed by the Executive Committee and serves a one-year term of office which is negotiated annually.

**QUALIFICATIONS:**

The ON DPG Social Media Coordinator must be a member of the Academy of Nutrition and Dietetics and a member of the Oncology Nutrition Dietetic Practice Group.

**SPECIAL SKILLS:** Word-processing, knowledgeable with the Internet and Web site Content Management System (CMS), proofreading and editor experience helpful but not required. Must be familiar with Facebook, Twitter, and Linked In social media sites. Good verbal/written communication skills and organizational skills a must. Access to Internet Explorer 7.0, or higher, Google Chrome or Firefox web browsers is essential.

**FUNCTIONS/TASKS:**

1. Updates social media website pages at least weekly (i.e. Facebook, Twitter, Linked In) with the latest news and updates of the practice group. Updates may be more frequent during national meetings.
2. Works with the website administrator to coordinate posting of information on social media websites.
3. Attends Executive Committee Meetings and participates in Conference calls as requested by Chair.
4. Submits monthly Officer Report in a timely manner.
5. Acts as an advisor to successor.
6. Updates information relevant to position of Social Media Coordinator on the Oncology Nutrition Website.
7. Performs other duties as assigned by the Chair and/or Executive Committee.

**ESTIMATION OF TIME COMMITMENT:** 4-8 hours per month but when working on major updates to the site, time commitment can be significantly more.

Created: 8/10

Revised: 9/10; 8/2013; 12/2014, 2/2019