

Media Coordinator Job Description

A Media Coordinator is becoming one of the most important positions within BDI as social media is such a powerful way to grow, engage your BDI's audience. Effective use of social media will also support and drive the achievement of many of the BDI's goals and objectives.

Reports to CEO

The Media Coordinator is in control of all social media accounts linked to the BDI, which include;

- Facebook
- BDI Website
- Maintain register of photo/social media consent from clients and supply Secretary.

Essential Skills and Requirements

- Have a good working knowledge of the Model Rules, BDI rules, policies and procedures
- A frequent user of social media sites.
- The ability to plan what BDI's needs to communicate and when.
- Ability to engage people through social media without getting drawn into negative or personal discussions.
- Strong understanding of the BDI's social media strategy and willingness to follow it
- Respectful and effective communication.
- Understanding how to create memes, photos and video for use on social media.
- Hold a current "Working with Children" Check with Beyond Disability Inc BDI listed on it.
- Attend all meetings and supply written progress report.
- Act in best interest of BDI.

The Media Coordinator must make a report at the end of year AGM. The coordinator can choose to post information to regarding BDI to keep clients and committee in the know. They are required to update these accounts regularly to keep members up to date with everything that is happening in BDI.

Name: _____ Date: _____

Signature: _____

Name of CEO: _____

CEO's Signature: _____