JOB DESCRIPTION – FACEBOOK EDITOR

JOB/TASK: Facebook Editor
NUMBER OF PERSONS NEEDED: 1
TIME COMMITMENT/FREQUENCY: 1 - 2 hours/week
SUPERVISOR /CONTACT: Webmaster
REFERENCES: (people who have done this job and would be willing to answer questions about it) Roland McElroy

Duties: Post content for Lewinsville's Facebook page and provide review and oversight, checking regularly during the day – every day – to assure content is appropriate. Editor must be "web aware" and "church aware," that is, the editor must be constantly searching church activities for "timeliness" of events and "worthiness" of events that might be featured on the site. As with most other duties associated the church's website or Facebook page, a willingness to devote the time necessary to keep content fresh is essential to success.

Expertise Required: Editorial judgment is a must. Too often, Facebook content devolves into silliness that holds little interest for the average viewer. A working familiarity with the Facebook environment and the many ways it may be used would be helpful.