Job Title:	Social Media, Facebook, Twitter, Blog	**Date:**	

Job Description: Responsible for making sure that the traffic to the Company's Social Media sites are maintained and that captured leads are converted to clients.

Responsibilities:

1. Manage Social Media sites like Facebook, Twitter, Linked In, etc.
2. Create, update and manage blogs.
3. Write blog entries.
4. Engage people within the Company's Social Media Network like commenting on posts or replying to comments or tweets
5. Responsible in expanding Social Media Network - gaining Twitter followers, FaceBook fans, LinkedIn connections.
6. Research on materials and posts them daily on all social media pages.
7. Create materials to proliferate on social media networks of the Company

Part Time or Full Time		**Schedule/Hours M-F**	
Role: GVA, TC, ISA		**Gender Request**	
Time Zone: PST, CST, EST, MST		**Preferred Interview Dates/Time:**	
DISC Preference:		**Skype ID for Video Interview:**	

Conforme: _____

Signature above Printed Name