Social Media Manager

Supervisor: Marketing Coordinator

Area: Publicity

Goal: Help with the positive promotion and advertisement of RecSports by managing IM Leagues, Facebook, and the RecSports website.

1. Maintain positive image for RecSports and represent yourself and the school on a manner you would be proud of.
2. Set goals and develop a vision to obtain those goals. Work to achieve the goals that have been set.
4. Update announcements on imleagues.
5. Weekly posting in the Sports weekly letter
6. Prepare Student Updates

All Staff Duties:

1. Hold weekly one-on-ones with managers and director.
3. Hold weekly area council.
4. Fill out weekly reflections each week.
5. Review managers’ weekly reflections.
6. Establish and be present during office hours.
7. Help protect the name of RecSports and BYU-Idaho.
8. Complete mid-semester and final semester evaluations.
9. Fill out end of semester report completely and accurately.
10. Know the policies and procedures of RecSports.
11. Have fun this position is what you make of it.
12. If you have any questions ask.