**Communications Committee Member**

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| Position: Social Media | Expected Duration: 1 year renewable |
| Reporting to: VP of Communications | Expected # PDUs: Up to 45 |
| # Positions Open: 1 | Last Revised Date: 05/19/2016 |

Position Overview: Maintain PMI Central Alabama Chapter Facebook and Linkedin accounts.

Essential Job Functions: Support VP-Communications with the following activities: update the PMI Central Alabama Chapter Facebook and Linkedin accounts with chapter news, meeting information, PMI Announcements and Chapter meeting attendance results. Monitor socail media to comments/posts and manage online reputation. Post other information as directed by VP Communications.

Non-essential Job Functions: Manage additional volunteers if necessary.

Skill Requirements: Good understanding of Facebook, Linkedin and social media.

Other Skills/Abilities: Basic PM Qualities.

Expected Time Requirements: 4 - 8 hours/month

To Apply: Contact the VP of Communications at vpcomm@pmicac.org

NOTE: This job description is not intended to be all-inclusive. Volunteer may perform other related duties as negotiated to meet the ongoing needs of the organization. PDUs will be awarded commensurate with the activities performed.