



Position Profile

Position Title	Neighbourhood Watch ACT Social Media Manager
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Background:

The purpose of the NHWACT Facebook page (@NHWACT) is to provide information about crime and crime prevention to the Canberra community. It is also the umbrella for our suburban groups which sit under our page.

The aim of NHWACT presence on social media is to increase community awareness about crime and crime prevention.

The role of Social Media Manager is an interesting and varied position. The Manager is a member of NHWACT and volunteers their time to manage administrators; create the roster; monitor events coming up and seek new opportunities.

The main functions of the position are to:

- Maintain the roster for volunteer Administrators
- Provide support to the administrators of our NHWACT Facebook page
- Provide support to the administrators of our NHWACT Facebook suburban groups
- Advertise and train new volunteers as administrators as required
- Create new NHWACT content in consultation with the President, NHWACT
- Moderate comments and monitor messages on NHWACT Facebook page
- Provide backup to Admins of the page and groups if needed.
- Provide a report to and/or attend the bi-monthly NHWACT Board meeting.

Training and support are provided.

It is estimated that this position requires around 4-6 hours per week.

Interested?

Message NHWACT via the NHWACT Facebook page or email enquiry@nhwact.org.au