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## Social Media Volunteer Position Description 2021

### Background

Creeds Farm Living and Learning Centre is a neighbourhood house in the culturally diverse growth area of Epping North. Our priorities are: community connection and social inclusion, wellbeing and lifelong learning, good governance and sustainability.

### Position focus

The Social Media Volunteer's main role is to maintain and extend awareness of Creeds Farm activities and profile via Facebook and to provide the local community with information which

### Responsibilities

Design and upload our Facebook posts and edit our FB page.

Promote our activities and respond to enquires via FB. Forwarding FB enquiries to Creeds Farm staff.

One to two posts per day on our FB page, usually of flyers which have been provided.

Posts of our activities on other local FB pages about once a week.

### Skills, experience and attributes

Ability to create posts and edit a facebook page.

Ability to produce designs appropriate for a facebook page.

Good communication skills and competency in English.

### Time Commitment

One to two posts per day on our FB page, usually of flyers which have been provided.

Posts of our activities on other local FB pages about once a week.

We would like a 6 month commitment from you.

### Location, Supervision and Support

The Social Media Volunteer will work from home and be supervised and supported by the Creeds Farm Community Development Worker.

### Other requirements of the role

All volunteers must undergo Creeds Farm Living and Learning Centre's screening procedures, including interview, reference checks, Police Checks and Working With Children Checks. Creeds Farm Living and Learning Centre will pay for Police Checks.

### What You will Get by Volunteering With Us

The knowledge that you are contributing to improving the local community.

An understanding of the local services and activities available to community members.

A reference that can help with gaining employment.

### For More Information or to Apply

Contact Max Sargent, Manager Creeds Farm Living and Learning Centre  
[manager@creedsfarm.org.au](mailto:manager@creedsfarm.org.au) T 0400 235 529