

Position Description – ACLTA Social Media Coordinator

The position of Social Media Coordinator for ACLTA is a voluntary position. The role is elected by way of vote from members of the association. The Social Media Coordinator will hold office for a two year tenure following their appointment, at which point they may offer themselves for re-election.

Purpose of Position

- To co-ordinate and share relevant industry information using social media platforms. Social media includes Facebook, Pinterest and Instagram
- To assist the executive with the overall functioning of the association

Key Tasks

- Use social media to share information from the executive to members and the general public.
- Use social media to share information and links related to Child Life Therapy.
- Communicate with other members of the executive for items to share using social media
- Act as administrator for the association facebook page, ensuring content is relevant, respectful and adheres to privacy guidelines
- Assist the membership coordinator to raise awareness of ACLTA with people working in the profession in their home State
- Attend executive and other relevant meetings as required and act on allocated tasks in a timely manner

Association of Child Life Therapists Australia Essential Criteria

- Hold full membership of ACLTA and be currently working within the profession
- Thorough understanding of the profession and the needs of members Association of Child Life Therapists Australia
- Ability to access and use web-based email, PayPal, and a willingness to learn administration tasks on the website management portal

Time commitment:

- Attendance at a 1 hour monthly meeting
- Approximately 1-2hrs a week on own duties, which may increase during peak times such as organising conferences
- Non-attendance at 3 consecutive monthly meetings without notice and provision of an update forfeits position on the executive