

Admin Job description

3 hours

- Create Facebook Page and invite followers from personal account.
- Submit items to job opportunities, e-news, calendar etc.
- Create a Google business account
- Register business for chamber events
- Post three weeks' worth of content on social media (depending on frequency and if content is already available)
- Create flyers for events or graphics for social media.

5 hours

- 3 hours responsibilities (see above) plus....
- Create Google calendar with updated events and share it with contacts
- Write and send press releases
- Writing and sending out mass emails
- Post months worth of content on social media (depending on frequency and if content is already available)
- Putting together and stuffing packets
- Create graphic content for websites/social media

10 hours

- 3 and 5 hours responsibilities (see above) ... plus
- Typing and data entry
- Reminder phone calls

- Post months worth of content; includes researching articles and creating content (depending on frequency)
- Creating newsletters