

# **CITY QUAKE SOCIAL MEDIA LEADER – TIK TOK JOB DESCRIPTION**

**This Job Description is still in process. If you are interested in volunteering for this job, please email us at [office@cityquake.org](mailto:office@cityquake.org) and we will work to finish this job description for you!**

**Goal:** Organize and oversee the posts created and suggested by the Content Contributors.

**Reports To:** Marketing Director

**Min / Max Time needed:**

**Pre-requisites:**

- Strong knowledge and understanding of Tik Tok
- Good communicator, and naturally organized
- Have a heart for CQ and share the communication and leadership style that is present in the CQ family

**Responsibilities:**

- Stay in close communication with the Marketing Director, following their lead and direction
- Coordinate all content contributors for Tik Tok
- Manage any City Quake advertising done on Tik Tok

**Please commit for a minimum of:**