



## Social Media Assistant

Thank you for your interest in crime prevention and maintaining Block Watch in your neighborhood. Following are the recommended duties of the **Social Media Assistant(s)**.

**Social Media Assistant** is responsible for managing and maintaining the DHTW social media sites.

### Duties include:

- Maintaining Team's Facebook page
  - Editing comments, updating, adding photos, etc.
- Developing a Twitter page
- Coordinating Social Media events within the Township
- Work with Web Master on providing visual intelligence and help drive usage
- Help manage and respond to emails as needed
- Respecting the confidentiality and privacy of all participants is a must



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