



SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION

**A Member of Legal Secretaries, Incorporated
("LSI®")**

P.O. Box 90509
San Jose, CA 95109-3627
Organized 1940
www.sccolpa.org

SOCIAL MEDIA

Are you a wiz at LinkedIn, Facebook, or Twitter?

Duties include:

- Maintain and regularly update all social media outlets, including but not limited to Facebook, LinkedIn, and Twitter.
- Post all SCCoLPA events, including general meetings, educational workshops, fundraising events, interesting legal related articles, news, changes in the law, etc.
- Obtain information from the Programs Chair, the CEC Coordinator, the Marketing Chair, and the Website Coordinator in order to update and maintain the social media sites.
- Member of the Marketing Committee

Time commitment: Moderate to heavy (depending on your comfort level with these platforms)