**JOB DESCRIPTION: Social Media & Web Manager**

**Position:** Social Media & Website Manager  
**Company:** Savannah Women Tech Africa  
**Type:** Part-time (Volunteer with Stipend)  
**Salary:** KES 10,000/month  
**Location:** Remote/Flexible  
**Reporting To:** Sheila Korir  
**Entry Date:** December, 2024  
**Start Date:** February 1, 2025

**Responsibilities**

**1. Social Media Management**

* Manage and grow **YouTube, Instagram, Facebook, and TikTok** accounts.
* Create and schedule engaging posts.
* Reply to comments, messages, and engage with followers.
* Design promotional materials using **Canva**.
* Track analytics and suggest strategies for better engagement.

**2. YouTube Channel Growth**

* Edit and upload **high-quality videos** with good SEO.
* Design **eye-catching thumbnails** and write compelling descriptions.
* Promote content across multiple platforms.

**3. Website Development & Maintenance**

* Create a website for **Savannah Women Tech Africa** from scratch.
* Ensure the website is **responsive, user-friendly, and up to date**.
* Regularly update blog posts, services, and other pages.

**4. Marketing & PR**

* Reach out to influencers, brands, and other creators for collaborations.
* Organize **giveaways, campaigns, and interactive content**.
* Assist in brand positioning and company image enhancement.

**Skills & Qualifications**

* Basic knowledge of **social media marketing**.
* Familiarity with **Canva** for graphics & branding.
* Basic **video editing skills** (cutting, text overlays, transitions).
* Interest or experience in **website development**.
* Good communication and willingness to learn.

**Work Hours**

* Flexible, approx. **10-15 hours per week**.

**CONTRACT AGREEMENT**

**THIS AGREEMENT** is made and entered into on **February 1, 2024**, between:

* **Savannah Women Tech Africa** ("The Company")
* **Precious Korir** ("The Social Media & Web Manager")

**1. TERM & COMPENSATION**

* Start Date: **February 1, 2025**
* Monthly Stipend: **KES 10,000**
* This is a **volunteer-based role with a stipend** and does not create a formal employer-employee relationship.

**2. REPORTING & SUPERVISION**

* The Social Media & Web Manager will **report directly to Sheila Korir**.

**3. RESPONSIBILITIES**

* (Refer to the job description above)

**4. CONFIDENTIALITY & OWNERSHIP**

* All work created (videos, graphics, website content) **belongs to Savannah Women Tech Africa**.
* Any access to social media accounts must follow company policies.

**5. TERMINATION**

* Either party may terminate this agreement with a **7-day written notice**.

**SIGNATURES**

**Employer (Savannah Women Tech Africa)**  
Name: **Sheila Korir**  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee (Social Media & Web Manager)**  
Name: **Precious Korir**  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_