



WESTON MOLONGLO FOOTBALL CLUB

Communications Coordinator

The primary objective of the Communications Coordinator is to oversee the Club's communications policy and, in particular, to:

- Administer the Club's platforms for communicating with its stakeholders
- Maintain processes for internal communication with players, volunteers and parents.
- Maintain processes for communicating with other stakeholders.

Responsibilities:

- Develop, in conjunction with the Executive Committee, the Club's communication plan.
- Maintain the Club's contacts database.
- Ensure the Club's website remains functional and relevant.
- Develop strategies to increase the effectiveness of communications with members and the community through medium such as email, Facebook, Twitter, Instagram, etc.
- Promote clubs events.

Relationships:

- Reports to the President and Executive Committee.
- Club members and .
- Works closely with Senior / Junior Chairs to ensure that Senior / Junior Committees have appropriate support.

Reporting and expectations:

- The Communications Coordinator reports to the Executive Committee at meetings.
- The estimated time commitment required as the Communications Coordinator is up to 2-3 hours per week.

Relevant skills

- Can communicate effectively.
- Is positive, enthusiastic and creative.
- Knowledge of online communications platforms.
- Good organisational skills.
- Strong drive to see the Club promoted to members and the community.