



## **WESTON MOLONGLO FOOTBALL CLUB**

### **Partnerships Coordinator**

The primary objective of the Partnerships Coordinator is to build and maintain the relationship between local schools (both primary and secondary) and the club. The Partnerships Coordinator will also seek to develop relationships with other community stakeholders, such as

This will assist to ensure a steady stream of registrations to keep the club operational and provide the club with a strong image throughout the community.

#### **Responsibilities:**

- Attend schools to promote the club and upcoming events.
- Build and maintain the lines of communication between the club and local schools.
- Assist in the organisation and promotion of school holiday activities / clinics.
- Assist in the distribution of any club promotional material within schools around registrations or other events.
- Build and maintain relationships between the Club and other community stakeholders, such as community organisations and local businesses.

#### **Relationships:**

- Reports to the President and Executive Committee.
- Local primary and secondary schools.
- Local community organisations and businesses.
- Work closely with Coaching Coordinator in relation to any school holiday clinics.

### **Reporting and expectations:**

- The Partnerships Coordinator reports to the Executive Committee at meetings.
- The estimated time commitment required as the Partnerships Coordinator is up to 2-3 hours per week around peak periods such as the registration period and school holidays.

### **Relevant skills:**

- Enthusiastic and well organised.
- Passionate and dedicated to promoting the club to the wider community.
- Good communication skills or the ability to develop skills with assistance.
- Sound knowledge of the local area and schools within it, or willingness to obtain that knowledge.