

JOB TITLE: Social Media & Facebook

REPORTS TO: Operations Volunteer Coordinator

OBJECTIVE

To publically promote timely, accurate and positive club information to the wider community.

Responsibilities

- Update all fixture results on-line.
- To be the governing bodies point of contact for all publicity and media related issues.
- To develop and discuss potential publicity opportunities with governing bodies Marketing Team.
- Regularly update the club's, Facebook page and insta account to keep club supporters and other stakeholders informed.
- Prepare the weekly/fortnightly/monthly newsletter and/or e-newsletter for club members and supporters.
- Provide the governing bodies Marketing team any positive club stories for wider distribution on their website and other media channels.
- In consultation with the governing bodies Marketing, provide Council with positive club stories for monthly/quarterly newsletters and/or e-newsletter.
- In consultation with the governing bodies Marketing, provide local newspapers with a minimum of four positive club stories per year.

Relationships:

- The Social Media & Facebook officer reports to the executive committee and Operations Volunteer Coordinator
- Liaises with governing bodies Marketing, Caboolture Sports Club and local media.
- Will have a close relationship with team coaches and team managers to produce weekly articles for website and newsletters.

Essential Skills:

- Passionate and dedicated to promoting the club to the wider community.
- Good communication skills or the ability to develop skills with assistance from governing bodies Marketing team
- Ability to produce news articles and match reports.
- Ability to source club photography to support news articles.
- Computer literate in the various Microsoft applications.
- Experience in Facebook and basic website development or maintenance.