**MARKETING AND COMMUNICATIONS COORDINATOR**

# Reports to: Club Committee

# Purpose of the role

The Marketing and Communications Coordinator purpose is to promote and market the club in a positive light.

# Qualifications & Desirable Characteristics

* Experience or qualification in marketing and/or communications
* Effective communication skills
* Organisational skills
* Positive and enthusiastic

# Duties & Responsibilities

* Develop / implement a promotional plan for the club
* Submit club and individual team results to the newspaper
* Write media release regarding any news items and upcoming events
* Submit club and individual team results to association / league
* Prepare club newsletters and reports
* Assist with attracting and securing sponsorship
* Placing sponsorship in newsletters
* Main contact person for all media requirements
* Assist committee with marketing and new business ideas

## Time Commitment: 1 – 3 hours per week or as requested