



MARKETING & COMMUNICATIONS COORDINATOR

REPORTS TO Committee

INSERT
YOUR
CLUB LOGO

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 AND 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.



CLUBHELP