

**Social Media Coordinator**

Role Description:

To maintain and manage the club website ensuring it is accurate and up to date with all current happenings at the club. Also to ensure that it is used as a central plank of the club’s communications.

Commitment:

Approximately 2 hours per month after initial site construction.

Responsibilities:

* To produce a vision for the clubs current and future online presence
* To review the club web presence and make recommendations for change
* Manage the updating of ad hoc details and documents
* Produce general interest stories about the club for local press
* Ensure that the club is featured in locally produced sports magazines
* Produce weekly match reports for inclusion in the local paper