



Position Description – Media Coordinator

JOB TITLE:

Media Coordinator

OBJECTIVE:

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

RESPONSIBILITIES:

- To be Football Queensland Communications point of contact for all publicity and media related issues.
- Regularly source content to update the club's website, Facebook page, Instagram, Twitter account and YouTube channel to keep club supporters and other stakeholders informed.
- Coordinate and track authors providing support to create digital media.
- Prepare regular email-based communications for club members and supporters.
- Provide BCC and local newspapers with positive club stories for inclusion in their wider community publications.
- Arrange supply of banners, hoardings and other advertisement material as authorised by the GM

RELATIONSHIPS:

- Will have a close relationship with authorised club authors of digital media, team coaches and team managers to produce posts and 24 hour lifespan stories for social media channels and for development in monthly e-newsletters.

ACCOUNTABILITY:

- The Communication co-ordinator is accountable to the GM.
- The estimated time commitment required as the Communication Coordinator is 1-2 hours per week.
- This role requires attendance at 75% of the monthly committee meetings



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 the Club.
- Ability to produce news articles and edit match reports prepared by managers and digital media contributors.
- Ability to source club photography to support news articles.
- Computer literate.
- Experience in website content management or the ability to develop skills with assistance from the Club.

• Structure

Belongs to the Communications Portfolio

