

Social Media Coordinator

Accountability

- President
- JJJFC Committee

Hours _____ / **Week – Month - Season**

Objective

- To ensure the media going onto social media sites is not in breach of the clubs policies, values and beliefs. Maintain and update the club website and social media sites when necessary.

Responsibilities

- For the dissemination and communication of information from the club to the players and parents, through the website, social media platforms and newsletter (Facebook, Instagram and all social and traditional media platforms and the newsletter used by the Club).
- To distribute newsletter as needed to the committee, Team Manager Coordinator and Auskick Coordinator for wider dissemination to all members.
- Ensure the JJJFC Website is up to date with, important dates, minutes from meetings and committee contacts at all times.
- To liaise with Secretary in regard to information for the Website and social media platforms.
- Ensure PowerPoint presentations are ready for club events.
- Report to club monthly meeting.
- Coordinate Portfolio as set down by the committee.

Relationships

- Jandakot Jets Junior Football Club Committee
- Jandakot Jets Senior Secretary
- Service Providers