



NORTHERN CHILL VOLLEYBALL CLUB	
ROLE DESCRIPTION SOCIAL MEDIA COORDINATOR	Rev.: 2020/08/03

ROLE DESCRIPTION

The Social Media Coordinator is responsible for maintaining and enhancing the club's presence on multiple social media platforms.

SKILLS/QUALITIES RECOMMENDED

- Creativity and Imagination
- Detail oriented
- Excellent Written and Verbal Communication skills
- Responsive and available
- Good multi-tasker

MAIN DUTIES

- To update and provide online service and communication to Club Members Club social media sites
- Responsible for the day-to-day operation of all club social media outlets, including Facebook, Twitter, Instagram
- While teams are at competitions, connect with a team representative to ensure timely posting of information
- Ensure all teams are fairly represented on various social media outlets
- Be in constant communication with the Website Coordinator to ensure all information is share on all platforms
- Embody the principles and policies of the Club and support the goals of the Club on the Club social media sites
- Undertake other strategic projects, internal and external, pursued by the Club
- Source other technologies to improve Club operations and communications
- Design of any advertisements/posters required to promote various events
- Perform such duties as may be determined by the Board of Directors

COMMITMENT



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- As required

COMPENSATION

- Fanwear item to be provided up to the amount of \$100.00