

ONslow JUNIOR FOOTBALL CLUB

COMMUNICATION AND WEBSITE COORDINATOR

JOB DESCRIPTION



The Communication and Website Coordinator provides OJFC with communication and technical expertise in the various communication channels, including email and the club website.

Duties include:

- Work closely with other members of the committee to ensure seamless communications approach to members and non-members, making sure that all communication and information is clear and consistent over all channels.
- Maintaining and updating the OJFC electronic membership list, for the membership application software, so that it is up to date for membership communication and notification purposes.
- Reviewing, revising and maintaining the OJFC website and content to ensure that it is easy to navigate, well presented, informative and appropriate in legal compliance.
- Monitor and manage the club email address (football@onslow.org.nz) which is the main general address listed on the OJFC website, replying to general queries or pass on more specific communications to the relevant committee member.
- To make recommendations in respect of web-based communication and relate arising matters to the OJFC committee.
- To provide a pre-circulated report, when needed, to all regular meetings of the committee.
- Such other tasks relevant to the position and such tasks requested by the committee.

Attributes required:

- Good organisational skills
- Computer and web skills
- Trustworthy
- Good communication skills

Estimated Time Commitment Required:

- The estimated time commitment for this role is generally 1-2 hours per week. Some periods of the year (around the beginning of the football season) can increase to up to 6 hours per week.